



## **MANAGER OF HUMAN RESOURCES AND ADMINISTRATION**

The Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD) has an exciting opportunity for a Manager of Human Resources and Administration.

OCAPDD is a leader in the Developmental Services sector in Ontario, supporting over 900 people with developmental disabilities to successfully live in the communities of Ottawa & Cornwall. This support is provided by a dedicated team of over 650 employees.

This role is ideal for an experienced HR professional seeking interesting challenges in a unionized environment. You bring strong expertise in labour relations, lead with inspiration and negotiate with fairness, while staying focused on the objectives of the organization's vision and core values. You are motivated to make a difference in a sector that positively impacts people's lives every day.

As a key member of our management team, you will report directly to the Director of Human Resources and your primary responsibilities will include labour & employee relations in a unionized environment, recruiting & staffing, compensation & benefits, employee recognition, health and safety, training & development, WSIB management and policy development as well as office administration and IT support.

You are a seasoned professional with a minimum of 5 years in progressively responsible positions in management. You work effectively both independently and in collaboration with others.

You have excellent communication skills, preferably in both official languages, and possess a post-secondary degree in Human Resources, Business Administration or equivalent. A high degree of computer literacy and functionality, along with CHRP designation will be considered assets. Access to a personal automobile is required.

**Salary Range:** \$75,000 – \$85,000 (commensurate with experience), plus a comprehensive benefits package.

To apply for this position, please submit a detailed resume and cover letter in confidence, **by June 19, 2026** to:

Brad Purvis, Director of Human Resources  
OCAPDD/Open Hands  
229 Colonnade Road South  
Ottawa, ON K2E 7K3  
Email: [bpurvis@ocapdd.on.ca](mailto:bpurvis@ocapdd.on.ca)

A job description is available upon request.

OCAPDD would like to thank everyone submitting an application for the position, however, will only be contacting those individuals selected for an interview.

**OCAPDD is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. OCAPDD offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by OCAPDD regarding a job opportunity, please advise prior to the interview if you require any accommodation.**