



JOB POSTING

Director of Human Resources

Status: Full-time/Permanent

Annual Salary: \$85,000 to \$115,000

Vacancy: 1-position

Performance Bonus: Discretionary

Location: Cornwall, ON

The Opportunity

The DEV Hotel & Conference Centre is seeking an experienced and dynamic Director of Human Resources to lead and oversee all aspects of the organization's human resource's function. The Director of Human Resources plays a key leadership role in developing and implementing people strategies that support the organization's goals and foster a positive, inclusive, and high-performing workplace culture. This position is responsible for talent acquisition, employee relations, performance management, compensation and benefits, training and development, policy development, and legislative compliance. The Director serves as a trusted advisor to senior leadership and works collaboratively with managers and employees to support organizational success and employee engagement.

About the DEV Centre

We are located on 75 scenic acres along the St. Lawrence River and have 70,000 sq. ft. of customizable meeting space, offices and guest rooms. We have several onsite dining options, a Wellness Centre and expansive outdoor patios. The DEV Centre employs approximately 135 permanent and casual employees, including 75 unionized employees, creating a dynamic and collaborative work environment that serves both the hospitality and conference services sectors. Employees enjoy many benefits including the following to name a few:

- Meal program and discounts
- Use of fitness & cardio room
- Accommodation discounts
- Free parking

Role Overview

Reporting to the Vice President of Human Resources and Organizational Performance, the Director of Human Resources is responsible for the day-to-day management and ongoing development of human resources practices at the DEV Centre.

The Director plays both a strategic and operational role, supporting senior leadership and managers in team management, labour relations, employee development, and the implementation of organizational policies and procedures.

In an environment with both unionized and non-unionized employees, the Director is responsible for maintaining positive labour relations, ensuring consistent and effective administration of the collective agreement, and fostering a respectful, engaging, and productive workplace.

The Director actively contributes to process improvement, change management, and the development of an organizational culture focused on collaboration, accountability, and performance.

The Director also serves as a trusted resource for employees and managers, promoting a people-focused, proactive, and solution-oriented approach.

Key Responsibilities

- Lead all Human Resources functions, including recruitment, employee relations, compensation and benefits, performance management, training, and policy development.
- Provide strategic HR guidance and support to senior management.
- Ensure compliance with employment legislation, workplace policies, and best practices.
- Develop and implement initiatives that enhance employee engagement, retention, and organizational effectiveness.
- Oversee labour relations activities and support effective conflict resolution.

- Manage workforce planning, succession planning, and talent development strategies.
- Ensure compliance with health and safety regulations and promote a safe and healthy workplace.
- Foster a positive workplace culture that promotes diversity, inclusion, accountability, and continuous improvement.
- Monitor HR performance metrics and recommend improvements to support organizational objectives.

Qualifications & Experience

- A bachelor's degree in human resources management, Industrial Relations, Business Administration, or a related field is required.
- A Certified Human Resources Leader (CHRL) designation or an equivalent professional HR designation (such as CRHA/CRIA in Quebec) is required.
- Minimum of 7 years of experience in labour relations within a unionized environment, including the interpretation, administration, and enforcement of collective agreements.
- Experience in the hotel and hospitality industry would be considered a significant asset.
- Strong attention to detail, accuracy, and confidentiality.
- Bilingualism (English and French) is considered an asset.

Working Conditions

- This is an on-site office position.

Qualified and interested candidates should send a cover letter and resume, indicating the position title in the subject line to: mpoulin@devcore.ca

The DEV Hotel and Conference Centre welcomes applicants from diverse backgrounds. Accommodation will be provided during the recruitment process as required; applicants should make their needs known in advance. We thank all applicants for their interest, however only those being considered for the position will be contacted.