

## Human Resources

### Manager, HR Operations & HRIS

<b>Department</b>	Human Resources
<b>Position Title</b>	Manager, HR Operations & HRIS
<b>Hours of Work</b>	37.5 hours per week
<b>Position Type</b>	Permanent
<b>Reports To</b>	Director, HR Operations & Solutions
<b>Start Date</b>	As soon as possible
<b>Salary</b>	\$61,426 – \$64,506 per annum, commensurate with qualifications and experience
<b>Work Location</b>	Onsite — Kikaskitânow Centre, Regina, SK. Hybrid flexibility available
<b>Open To</b>	Internal and External Applicants
<b>Application Deadline</b>	1:00 p.m. CST, Friday, April 30, 2026

### POSITION DESCRIPTION

Reporting to the Director, HR Operations & Solutions, the Manager, HR Operations & HRIS ensures the reliable, people-centered delivery of HR services that advance YWCA Regina’s mission and organizational health. As the primary owner of the HRIS, this role safeguards data integrity, system configuration, and process efficiency to support informed decision-making and a positive employee experience.

The Manager provides leadership to the HR Programs Coordinator and the Payroll & Benefits Administrator, ensuring high-quality, compliant, and compassionate service across the employee lifecycle. Through integrated HR operations, continuous improvement, and strong collaboration with IT and organizational leaders, this role strengthens the systems, processes, and practices that empower staff and uphold the organization’s commitments to safety, equity, and excellence.

### KEY RESPONSIBILITIES

#### Team Supervision & Service Delivery (20%)

- Provide direct day-to-day supervision to the HR Programs Coordinator and Payroll & Benefits Administrator to ensure effective delivery of HR experiences and services.
- Coordinate team workload during peak periods (e.g., recruitment cycles, year-end, audits) and proactively adjust priorities to maintain service quality.
- Act as the first point of escalation on operational issues, complex cases, and process questions; mentor staff toward independent problem-solving.
- Foster a team culture of accuracy, accountability, confidentiality, and continuous improvement.

### **HRIS Administration & Data Integrity (40%)**

- Serve as the primary HRIS system administrator; manage system configuration, user access, permissions, workflows, and integrations. The organization currently uses ADP Workforce Now.
- Ensure the accuracy, completeness, and currency of all employee data in the HRIS across the full employment lifecycle; conduct regular data audits and resolve discrepancies.
- Lead small-scale HRIS process improvements and automations to increase efficiency and reduce manual effort; bring larger-scale recommendations to the Director and CPO as appropriate.
- Partner with IT on system upgrades, integrations, troubleshooting, and user support.
- Manage structural HRIS changes including new position creation, job code updates, pay band adjustments, and organizational chart changes.

### **HR Process Development & Improvement (20%)**

- Develop, maintain, and continuously improve standard operating procedures (SOPs) for all HR operations functions; ensure SOPs are documented, accessible, and followed consistently.
- Advance automation of processes using ADP and Microsoft 365 products to reduce effort, improve user experience, and protect data and documentation integrity.
- Implement process controls across HR operations including separation of duties, change logs, approval workflows, and audit trails.
- Identify process gaps, inefficiencies, or risks in HR operations and bring recommendations for improvement to the Director.

### **Payroll & Benefits Administration Oversight (10%)**

- Provide oversight into complex payroll matters (e.g., retroactive adjustments, statutory requirements) and respond to legislative interpretation questions.
- Ensure payroll processes remain compliant with current CRA requirements, the Saskatchewan Employment Act, and internal policy.
- Review and approve payroll runs before release as a control measure; review monthly payroll reconciliations with Finance and escalate unresolved variances to the Director and CPO.
- Support continuous improvement of benefits administration to ensure employees benefit from the organization's full offering.
- Oversee the staff parking program, ensuring it is administered consistently and accurately.

### **Reporting & Compliance (10%)**

- Produce and distribute HR reports, including analysis, to leadership and other stakeholders as needed.
- Ensure HR data management practices comply with applicable employment legislation, privacy requirements, and funder obligations.
- Support internal and external audits by ensuring documentation, records, and data are organized, accurate, and retrievable upon request.
- Support the Director in preparing workforce data and HR metrics for board reporting and strategic planning purposes.

## **WHAT WE'RE LOOKING FOR**

We know that skills and experience are built in many ways. Formal credentials, lived experience, community involvement, volunteer work, and non-traditional career paths are all valued here. If you meet most of these qualifications and are deeply committed to the mission of YWCA Regina, we encourage you to apply. Please use your cover letter to speak to the experiences — paid or unpaid — that have prepared you for this work.

### **Education**

- Post-secondary education in Human Resources, Business Administration, Information Systems, or a related field, or an equivalent combination of education and experience.

### **Experience**

- 4–6 years of progressive HR experience, including a minimum of 1–2 years providing leadership, supervision, or functional guidance within HR operations, HRIS, or payroll environments.

- Hands-on experience as a system administrator or advanced user of an HRIS (e.g., ADP Workforce Now, Ceridian Dayforce, BambooHR, or similar), including configuration, data management, and workflow maintenance.
- Demonstrated experience developing, optimizing, or documenting HR operational processes, SOPs, or controls.

### **Knowledge, Skills & Abilities**

- Strong HRIS and technology acumen, with the ability to diagnose issues, interpret data structures, manage system permissions, and support upgrades or integrations.
- Advanced proficiency with Microsoft 365 (Excel, SharePoint, Power Automate) to support automation, reporting, and workflow improvements.
- Solid understanding of Canadian payroll practices and associated legislation to provide informed oversight and collaboration with payroll functions.
- Strong analytical skills with the ability to translate data into insights, identify trends, and support data-driven decision-making.
- Demonstrated ability to supervise, mentor, and coach team members in an environment that values accuracy, confidentiality, and continuous improvement.
- Strong communication and relationship-building skills, with the ability to collaborate across departments, influence process adoption, and support change management.
- Demonstrated commitment to equity, diversity, inclusion, and the mission of YWCA Regina.

### **ASSETS & PREFERRED QUALIFICATIONS**

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- CPHR designation or active progress toward designation.
- Experience in a non-profit or multi-site work environment.
- Experience working in and/or an understanding of trauma-informed practice.
- Lived experience with the communities YWCA Regina serves, including Indigenous communities, racialized communities, or communities experiencing poverty, housing instability, or family violence.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

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**Work Location:** Onsite at the Kikaskitânow Centre, Regina, SK. Hybrid flexibility is available.

**Physical Demands:** Typical office environment with standard physical requirements, including extended periods of computer use.

**Schedule: Standard** business hours (37.5 hours/week), with occasional evening and weekend requirements.

**Pre-Employment:** A criminal record check, including a vulnerable sector check where applicable, may be required following a conditional offer of employment. Results will be assessed in relation to the duties of the role and will not automatically disqualify candidates.

### **YWCA REGINA EMPLOYMENT BENEFITS**

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- 4% employer RRSP contribution (employee-directed, no match required) — available after three months of employment.
- Employer-paid extended health and dental benefits, with option to enhance coverage at minimal employee cost — available after three months of employment.
- Paid vacation, accrued based on hours worked, starting at 3 weeks annually and increasing with years of service.
- 10 statutory holiday days plus 3 YWCA Regina-recognized paid days annually.
- Paid sick days annually, with carryover provisions.
- Access to the YWCA Regina vehicle fleet for work purposes (with applicable credentials).
- Access to the organization's on-site fitness facility.
- Casual dress code and flexible work week.
- A values-driven team committed to equity, care, and community impact.

## OUR COMMITMENT TO EQUITY & INCLUSION

As an organization led by and for women, YWCA Regina is deeply committed to building a team that reflects the full diversity of our community. We strongly encourage applications from Indigenous peoples (First Nations, Métis, and Inuit), Black people, racialized persons, people with disabilities, 2SLGBTQIA+ individuals, newcomers, and all others who bring perspectives that enrich our work.

We understand that systemic barriers can discourage people from applying for roles where they are underrepresented. We want to be clear: your lived experience, community knowledge, and unique perspective are genuine assets here. We are actively working to build conditions where every team member can contribute fully and see themselves reflected in our organization.

Accommodations are available at any stage of the recruitment process. If you require support to participate equitably, please contact us at [careers@ywcaregina.com](mailto:careers@ywcaregina.com) and we will work with you to meet your needs in a timely and confidential manner. YWCA Regina uses a structured interview process designed to assess competencies fairly and consistently. Shortlisted candidates will be contacted directly. We thank all applicants for their interest; only those selected for an interview will be contacted.

## HOW TO APPLY

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Please reference “**Manager, HR Operations & HRIS**” clearly in the subject line of your application. Applications that do not include this reference may be deemed ineligible.

YWCA Regina invites applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Métis, or Inuit) or as a member of another equity-deserving group in their cover letter and/or resume. Self-identification is entirely voluntary and will not be used in any way that disadvantages applicants.

**INTERNAL APPLICANTS:** Submit a letter or statement of interest from your YWCA Regina email address to [careers@ywcaregina.com](mailto:careers@ywcaregina.com) by 1:00 p.m. CST, Friday, April 30, 2026.

**EXTERNAL APPLICANTS:** Submit a cover letter and resume to [careers@ywcaregina.com](mailto:careers@ywcaregina.com) by 1:00 p.m. CST, Friday, April 30, 2026.

**NOTE:** Professional references will be requested from finalists only. Please do not include references with your initial application.

## ABOUT YWCA REGINA

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YWCA Regina Inc., established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families, and where the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women — and a trusted partner in addressing the most complex issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

For over a century, YWCA Regina has been a cornerstone of life in Regina — evolving to meet the needs of women and families across generations. Our work spans emergency shelter, affordable housing, licensed childcare, family violence prevention, and wraparound community supports. We are a value-driven organization where staff are not simply delivering services — they are partners in meaningful, community-led change.

Working at YWCA Regina means joining a team that leads with love, operates with grit, and believes deeply that every person deserves dignity, safety, and belonging. Our staff bring a wide range of backgrounds, identities, and experiences — and that diversity makes our work stronger.

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. We are committed to creating safe, inclusive, and accessible services and spaces for gender and sexually diverse persons. We acknowledge that our social systems, communities, and organizational processes can perpetuate the marginalization of

Indigenous peoples, Black people, and gender and sexually diverse people. We are committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples.

## OUR VALUES

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- **Mutual Respect:** Everyone deserves an equitable, judgement-free environment.
  - **Truth, Trust & Transparency:** We conduct our work with honesty, integrity, and transparency to hold ourselves accountable and maintain the trust we have earned in our community.
  - **Community Allyship:** We embrace change by amplifying voices that guide our work. We actively advocate with and meet people and the community where they are, to support them in getting where they want to be.
  - **Collaboration:** The collective strength, aligned partnerships, and interconnectedness of community enable us to drive change, disrupt power structures, and address barriers.
  - **Love and Care:** The way in which we care for our people and community matters. By providing a nurturing, welcoming, and loving environment, we create spaces for care, a sense of belonging, family, and home.
- Grit:** Our perseverance, passion, and resilience affirm our belief that change is possible even in the face of adversity