

Human Resources Director

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Can you imagine a career that touches the lives of people everywhere? Can you imagine yourself working in a fast paced and dynamic workplace where rapid decision making, entrepreneurial initiatives, customer service and community become your new vision? A vision that drives our growth and success...if so, then Paladin Labs Inc. is the place for you!

Paladin Labs Inc., headquartered in Montreal, Canada, is a specialty pharmaceutical company focused on acquiring or in-licensing innovative pharmaceutical products for the Canadian market. Paladin Labs Inc. has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin Labs Inc. is an operating company of Endo International plc, a highly focused generics and specialty branded pharmaceutical company.

We are a dynamic and fast growing organization. Paladin Labs Inc. is constantly looking for great people to contribute to our growing business. We believe in empowering our employees by giving them the freedom to raise new ideas and encourage decision making in an environment that fosters the growth and development of each individual. Paladin's culture is committed to building our business as well as our community, helping others, encouraging integrity and inspiring people to make a difference.

Position Summary

Reporting to the General Manager (GM) of Paladin Labs Inc., the Director of Human Resources is responsible for the development, implementation and execution of strategic human resources initiatives aligned with business priorities. The Director will also collaborate with other members of the Executive Leadership team (ELT) relating to the annual cycle, compensation & benefits, talent acquisition and employee engagement. The incumbent oversees HR reporting/metrics, payroll, dashboards and the coordination and implementation of assigned HR strategic projects.

Reports To

GM Paladin Labs Inc.

Specific Responsibilities

- Lead from the front, demonstrating strategic, operational, and tactical capabilities; leading business focused initiatives while being hands-on in implementing operational human resources support into action on a day-to-day basis.
- Act as a strategic advisor to Executive Leadership Team and staff, functioning as a strong contributor to support the company's growth strategy.
- Lead and direct a team of two HR professionals, ensuring that full scope HR services and support are provided to include, overseeing and coordinating the deliverables to the area business units across assigned Area.
- Guide and counsel on human resources matters to ensure that the appropriate human resources issues are understood, the appropriate organizational structures, processes and procedures are developed, and solid action plans are implemented to support the mission, operational plans and competitive strategies of Paladin Labs Inc.
- Develop innovative, broad-based employee relations systems and employee engagement programs, policies, and procedures within a complex, sophisticated, high-paced environment in order to ensure a positive, well-motivated, and stable workforce.
- Works closely with leadership and employees to improve engagement, retention, and organizational effectiveness aimed at delivering stronger business performance.

- Ensure that HR policy guidance and interpretation is provided to employees, managers and HRBPs in an accurate, consistent and timely manner.
- Oversee the timely generation of standard reports and ad hoc requests on established KPIs such as headcount, turnover, etc.
- Ensure that the Human Resources department is compliant with pertinent labor laws and regulations (Loi 90, salary equity, etc.).
- Oversee and approve payroll.
- Member of the Retirement Plan Committee to ensure the investment policy is adequate.
- Responsible for managing salary classification and compensation programs, benchmark analysis, merit/promotional increases.
- Responsible for establishing budget forecasting for salary and incentives for all departments of Paladin Labs Inc. on a quarterly and yearly basis.
- Support all departments in establishing their need in human resources.
- Supports organizational change and design by working with Executive Leadership Team to identify business requirements and implement appropriate solutions.
- Identify new opportunities for HR to add value to the business.
- Maintain knowledge of progressive HR practices and key trends.
- Facilitate a strong leadership and coaching culture.

Characteristics of a Good Candidate

1. Leadership.
2. Strong interpersonal and presentation skills.
3. Problem Solving / Analytical Skills.
4. Thoroughness / Attention to Detail.
5. Demonstrated ability to solve problems through collaboration and teamwork.
6. Well-developed Organizational Skills.

Candidate Profile

Experience, Training and Education

Required

- University degree in Human Resources, Business Administration or related field.
- 10 – 15 years' experience in a senior HR leadership role.
- Experience managing a team - including attracting, retaining and developing a high performance team.
- Bilingual, French and English, both written and oral.
- Knowledge of compensation policy development and application.
- Knowledge of Canadian / Provincial legislation and the federal Employment Equity law.
- Experience with Microsoft Office (PowerPoint, Word, Excel) and WORKDAY

Asset

- Member of the Ordre des CRHA is considered
- Knowledge of ATS/HRMS systems (Workday, JobVite).