



Opportunity Profile
Director of Human Resources
Location: Saskatoon

About Jubilee Residences

Since 1955, Jubilee Residences (Jubilee) is a trusted presence in Saskatoon, known for our strong relationships and long-standing commitment to delivering long-term care and housing. In affiliation with the Saskatchewan Health Authority, Jubilee delivers safe and compassionate care, rooted in trust, built to support individuals, families and communities across generations. Our decades of experience is confirmed through Accreditation Canada credentialing. Jubilee also provides affordable, independent senior housing through its “caring community” model and vision. Jubilee’s mission is to “quality community living for all stages of your journey”. As a non-profit corporation, Jubilee Residences Inc. is governed by a volunteer Board of Directors and owns and operates seven sites in Saskatoon with intent of expanding its social housing portfolio through new property development in the next five years.

At Jubilee Residences, the approach to care is grounded in the Eden Philosophy – familiar, deeply connected care that feels like home and grounded in trust and connection.

The Eden Philosophy challenges institutional models of care and instead embraces a resident-directed vision – raising the standard where each resident is seen as a whole person, with a rich history, unique preferences, and ongoing potential for growth, connection, and joy. Jubilee has a deepened commitment to this philosophy through several key initiatives:

- Empowering residents – to honour resident choice and autonomy by involving them in daily decisions and care planning
- Building community – to foster stronger connections between residents, families, staff and volunteers
- Creating meaningful moments – through personalized programs, activities, and focus on daily joys, we work to eliminate loneliness, helplessness and boredom
- Greening our spaces – emphasize plant life and access to nature

The Eden Philosophy continues to shape Jubilee’s vision for what long-term care can and should be: a place of belonging, purpose, and life worth living.

Our Mission

To provide quality community living for all stages of your journey.

Our Vision

A great place to live. A great place to work.

Our Values

Compassion – Practice patience, kindness and empathy

Accountability – Take responsibility for our actions

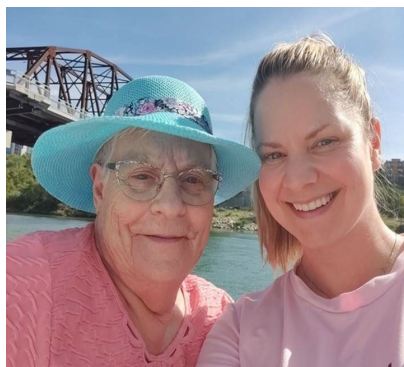
Respect – Acknowledge and value the rights and diversity of all

Excellence – Commit to continuously improving, learning and developing

Safety – Safe environment for all

Jubilee Residences by the Numbers

Operating Budget	\$28 Million
Employees	500 (286 FTEs)
Long-term Care Residents/Elders	202
Housing Units	296
Tenants	300+
Locations	7



To learn more about Jubilee Residences, please visit: www.jubileeresidences.ca

The Opportunity – Director of Human Resources

The Director of Human Resources (the Director) is a key member of the Jubilee leadership team reporting directly to the President and CEO. The Director has a pivotal role in preserving culturally inclusive care that respects diverse traditions and identities. Charged with leading a highly committed and dynamic team of three HR professionals, a Labour Relations Business Partner and two Workforce Management Business Partners, the Director of HR is an active mentor and coach who is able to draw upon a depth of HR experience while acting as a resource to the team. This is an exciting opportunity to contribute to the overarching strategy of a values-oriented organization committed to providing high-quality seniors community living in Saskatoon.

Key Responsibilities

This is a hands-on leadership role for someone who thrives at the intersection of people strategy, operational rigour and relationship-building. The Director oversees and is accountable for the leadership, strategic support and consulting services that facilitate the effective and efficient processing of employment practices, payroll and benefit services and HR policies for Jubilee Residences' employees.

Strategic Leadership and Culture

- Serve as a strategic HR partner to the CEO and the Jubilee executive leadership team, aligning human resources practices with organizational vision, mission and values
- Champion a workplace culture of trust in a care team that sees the whole person, not just someone's medical needs
- Lead organizational performance through effective HR structures, reporting and accountability frameworks
- Influence organizational design and succession planning for leaders
- Support and model the Eden Philosophy of Care objectives that are embedded in the Jubilee's environment and culture

Labour Relations

- Serve as the primary Labour Relations lead, working closely with Unions and the Saskatchewan Health Authority on grievances, collective agreement matters, and arbitrations
- As necessary, prepare mandate requests for contract negotiations and letters of understanding
- Provide expert consultative guidance to management on collective agreement interpretation and application
- Prepare and deliver proactive and topical labour relations education opportunities for managers covering the Labour Relations Board, Saskatchewan Employment Act, Human Rights, resolving grievances, discipline and performance management

- Plan and direct Union Management Committees and Joint Union Management processes

Talent Management and Employee Experience

- Lead and continually evolve recruitment, onboarding, and retention strategies that reflect Jubilee's values and attract mission-aligned candidates
- Build clear career development pathways and coaching cultures that support employee growth and fulfillment
- Oversee performance management, attendance management, return-to-work, and duty-to-accommodate processes with diligence and compassion
- Develop and implement HR policies and procedures that provide clarity and consistency for leaders and staff alike
- Direct staff engagement initiatives, Employee Family Assistance Program referrals, and retirement support programs

Payroll, Benefits and Compliance

- Ensure accurate, confidential, and timely processing of all payroll-related functions including scheduling corrections, seniority, retroactive wages, deductions, and accruals
- Maintain deep knowledge of Saskatchewan Association of Health Organizations (SAHO) benefit plans, Saskatchewan Healthcare Employees' Pension Plan (SHEPP) retirement plan, Group Life Insurance, Disability Income, and Dental/Extended Health plans
- Oversee HR Portal data integrity, privacy, and security in alignment with applicable legislation
- Process Worker's Compensation claims, disability claims and Human Rights Commission matters

Payroll, Benefits and Compliance

- Exercise fiscal control within approved authority and contribute to annual and multi-year budget planning
- Identify and mitigate enterprise HR risks through sound policy development and proactive risk management strategies
- Contribute to improving Jubilee's financial position through data-informed labour relations recommendations

The Person

Education

- An undergraduate degree, in human resources, business management, organizational development or other related fields; Master's degree would be an asset
- A CPHR, or equivalent, is preferred

Experience

- Progressive administrative experience in human resource leadership and management, preferably within healthcare or the broader public sector
- Acute strategic thinking skills and a proven track record in the implementation of best practice in human resources
- Demonstrated knowledge of applicable legislation, regulations, standards and practices, including pensions and benefits policy and law
- A deep and thorough understanding of the strategic, financial and operational impacts of HR decisions
- Demonstrated success in, and understanding of, labour relations, and collective bargaining
- Demonstrated understanding of, and experience applying, best practices in labour relations
- Functional expertise across the HR function, including; labour relations, employee experience, workforce management, leadership development, payroll and benefits, dispute resolution as well as interpretation and application of collective agreements
- Authentic leader with a track record of developing relationships and promoting an environment of trust, teamwork and collaborative decision-making
- Record of fostering excellence in collegial and mutually respectful employee relations
- Demonstrated effectiveness leading successful change management initiatives
- Demonstrated knowledge and skills in dispute resolution, negotiation, mediation and arbitration

Personal Skills and Abilities

- An approachable and engaging manner with the ability to easily connect with others; able to maintain a calm, solutions-oriented disposition in all situations
- Unassailable integrity and character; demonstrates the highest ethical standard
- Results oriented, with the ability to persevere and adopt longer term perspectives
- A solutions-based orientation, someone who recognizes that challenging situations present opportunities for learning, improving and strong outcomes
- An abiding commitment to Jubilee residents and employees, with the desire, ability and enthusiasm to continually enhance the quality of their experience
- A keen sense of humour is welcome and appreciated!



Express Your Interest

To learn more about this exciting leadership opportunity, please contact **Rodrique Abat** at RodriqueA@leadersinternational.com or

Cameron Geldart at CameronG@leadersinternational.com . To apply, please email a compelling cover letter and up-to-date resume (in PDF format) to apply@leadersinternational.com, indicating 'Jubilee Residences – Director of Human Resources' in the subject line.

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