

*With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.*

## Job opportunity

### HUMAN RESOURCES OFFICER

- **Number of opportunities:** One permanent full time
- **Existing or anticipatory:** Existing permanent position
- **Expected starting salary:** Level 3: \$72,700 - \$85,250
- **Work location:** hybrid - minimum two days per week at the CFI offices
- **Closing date:** March 1, 2026

#### Position summary

Reporting to the Manager of Human Resources Services, the Human Resources Officer provides support across several functional human resources (HR) areas. The incumbent will assist with HR information management and administration, employee file management, recruitment and selection, performance management, training and development, HR policies and procedures, occupational health and safety, and other related activities.

#### Responsibilities

##### HR files and information

- Input and maintain accurate personnel records and generate personnel reports as required
- Assist the HR team with projects related to the Human Resources Information System (HRIS) management and act as a key support for compiling, organizing and presenting data
- Maintain HR files and information in an organized manner (e.g., employee files, records of leave, hybrid office attendance, position profiles, Wellness Fund reimbursement requests, years of service records, etc.)
- Manage the attendance module, as well as run and analyze regular, annual and ad hoc reports
- Assist with circulating HR-related staff communications through various channels (e.g., monthly internal newsletter, HR Hub).

## **Recruitment and selection**

- Create and post job opportunities both internally and externally through various channels (e.g., universities, associations, job boards, networks, CFI website, social media outlets, etc.)
- Manage and organize all incoming resumes and applications (via the HR mailbox), maintaining a database of unsolicited applications that may be a potential fit
- Conduct telephone screens, as assigned, and coordinate scheduling of interviews (virtual or in-person)
- Administer pre-employment testing, screening and background checks, as necessary
- Prepare and coordinate all orientation materials and training
- Facilitate new hire set-up (e.g., setting up computer accounts, updating staff and email distribution lists, updating telephone tree, processing new hire paperwork, etc.)
- Track and manage probationary periods for new staff
- Assist with offboarding, ensuring completion of all offboarding tasks as assigned.

## **HR operations, policies and programs**

- Act as a point of contact for HR-related queries (e.g., processes, vacation entitlement, programs, benefits, etc.)
- Document and recommend changes to procedures, systems and operations to increase efficiency and accuracy
- Assist the Manager of Human Resources Services in updating HR policies and procedures documentation and presentation materials, as well as coordinate information sessions and ensure updates are posted to the appropriate location (i.e., SharePoint – HR Hub)
- Assist in the development and implementation of new HR programs, as well as the implementation of modifications to existing HR programs
- Act as a certified representative for management on the CFI Joint Health and Safety Committee to ensure health and safety requirements are met (e.g., meetings, inspections, etc.)
- Ensure required records related to health and safety are prepared and maintained in compliance with safety programs
- Administer and collect performance reviews, as well as track and report on completion rates
- Track training and professional development activities based on registration confirmations
- Coordinate core employee programs, as requested.

## **Other**

- Assist in the planning of company retreats and workshops
- Prepare routine correspondence
- Collect payroll documentation and benefits changes, draft the bi-weekly payroll summaries for the payroll service provider and distribute pay information
- Assist in the preparation of year-end reports
- Perform additional duties, as necessary, to support the delivery and implementation of various programs and projects.

## **Skills and knowledge**

- Post secondary education in HR management and/or two to four years related HR work experience
- Knowledge of principles, practices and techniques of HR administration
- Excellent English and French verbal, reading and writing skills (bilingual imperative position)
- Initiative, tact, discretion and sound judgement with confidential information
- Proficiency in MS Office 365 applications (SharePoint, OneDrive, Access, Excel, Word, PowerPoint)
- Ability to relate to and work directly with all levels of the organization
- Strong organization and project management skills
- Commitment to objectives consistent with CFI core values
- Experience in working with an HRIS.

## **Total Compensation:**

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

**The CFI does not use any AI tools at any time in the screening of applicants.**

**Please send your CV and a covering letter by end of day on Sunday March 1, 2026 to:**

Diane Larabie  
Manager of Human Resources Services  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
[hr@innovation.ca](mailto:hr@innovation.ca)

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in our workplace.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our "[Careers](#)" page for more information about the CFI.