Manager Human Resources and Health & Safety

Build a team you are proud of

Great projects start with great people. At Alliance, you will help us find them, support them and keep them safe. This is a chance to shape how a growing construction company works, from a new employee's first day to the everyday decisions that make our jobsites safer.

For over a decade, Alliance has delivered mechanical and electrical project management and construction services across the National Capital Region, from new commercial construction to retrofit and replacement projects. Our management professionals bring more than 100 years of combined construction experience. We also make time to enjoy the team we are building, with summer BBQs, Friday lunches and team activities.

Your role

Reporting to the CFO & VP Construction, you will lead HR for approximately 210 employees and oversee internal Health & Safety implementation across our construction operations. You will partner with senior leaders, Field Coordinators and site leadership to support employees and coach managers. More than 65% of our construction workers are unionized, making strong relationships and consistent application of collective agreements important parts of the role.

In this newly created, hands-on role, you will take ownership of an established HR portfolio currently shared by senior leadership and the CFO. Supported by a University of Ottawa co-op student, you will shape how HR supports Alliance's growth.

Alliance's third-party Health & Safety provider conducts site inspections and provides updates on our ISO 45001 programs. You will be the internal point person who turns those findings and updates into action: coordinating implementation, following up on incidents and near misses, and making sure agreed corrective actions are completed and documented.

Lead the people side of the business

- Lead day-to-day HR operations; set priorities, guide their work and provide practical coaching.
- Lead recruitment and onboarding, and help managers interview confidently, assess candidates and make thoughtful hiring decisions.
- Support performance management, employee development and employee relations, including sensitive workplace concerns and investigations as appropriate.
- Work with leadership to interpret and apply collective agreements consistently, maintain constructive relationships with union representatives, and support the resolution of grievances and other labour relations matters.
- Advise leaders on employment requirements and employee matters; keep HR policies, records and onboarding and offboarding practices current and consistent.
- Bring forward ideas that improve employee engagement, simplify HR processes and help Alliance grow.

Keep safety moving from requirements to action

- Coordinate the internal implementation of Alliance's construction Health & Safety policies, procedures and ISO 45001 program requirements with site leaders and Field Coordinators.
- Help managers and field teams understand and apply safety requirements, encourage workers to raise concerns, and escalate issues requiring prompt action or specialist guidance.
- Ensure incidents and near misses are reported and documented; coordinate investigation follow-up with site leadership and our third-party provider as needed, and share lessons across jobsites.
- Track safety orientations, required training and records, and coordinate with site leaders to address gaps and communicate updated requirements.
- Maintain an action tracker for inspection findings, incidents, near misses and program updates, with clear owners and due dates; follow up until actions are completed and documented.
- Work with leadership and our third-party provider to address compliance gaps; verify that agreed measures are put into practice and escalate overdue or unresolved actions.
- Keep internal safety documentation current, coordinate audit preparation and management review inputs, and give leadership clear updates on incidents, recurring issues and corrective-action progress.

What you bring

- Progressive HR experience, including independently managing HR functions and advising managers on recruitment, employee relations, performance and policy decisions.
- Strong follow-through and the ability to coordinate action across teams, maintain accurate records and hold others accountable for agreed commitments.
- Working knowledge of Ontario employment requirements and a willingness to develop your understanding of construction Health & Safety and ISO 45001, with training and third-party support.
- Clear communication, sound judgment and the confidence to handle difficult conversations with empathy, discretion and accountability.
- The ability to build trust with office employees and field teams, coach others and keep competing priorities moving.
- Strong organizational and computer skills, including proficiency with Microsoft Office, and the ability to obtain required security clearances.

Experience supporting HR in a unionized workplace is a strong asset. Other assets include Health & Safety or incident follow-up experience, familiarity with ISO 45001 or another formal management system, construction industry experience, and bilingualism in English and French.

Why join Alliance

- Make a visible impact: help shape both the employee experience and the safety practices behind our construction work.
- Shape a newly dedicated HR leadership role with direct access to senior leadership and the opportunity to put your ideas into practice.
- Grow with the business, with opportunities to develop your skills as Alliance expands.
- Enjoy a salary of $85,000–$120,000 annually, health and dental coverage, and an RRSP/DPSP plan.
- Make the most of extra-long summer weekends, an inviting office, free parking and vehicle KM reimbursement.
- Get to know your colleagues beyond the project schedule through BBQs, Friday lunches and team activities.

Ready to build with us

If you enjoy solving people challenges, building relationships and seeing your work make a difference on site, we would like to hear from you. Send your résumé to hr@allianceme.ca. References will be requested during the hiring process. *This posting is for an existing vacancy in a newly created role. Alliance does not use artificial intelligence to screen applications for this position.*