



## **Supervisor of Human Resources**

Due to an upcoming retirement, the position of Supervisor of Human Resources is available within the Operations Team.

The successful candidate will supervise a team of three administrative staff and will oversee the recruitment, payroll, benefit and compensation processes for the organization; lead the administration of an effective performance management and appraisal system; ensure compliance with Health and Safety policies, procedures and legislation; ensure compliance with Human Rights legislation; provide training and ongoing support to management staff regarding human resource issues; and provide day to day human resource support to Agency employees.

### **Qualifications:**

- Preference will be given to applicants with a related degree/diploma and a CHRP designation or equivalent.
- Experience in Human Resources, including labour relations, occupational health and safety, performance management and benefit/pension plan administration.
- A minimum of five years of progressive Human Resource management experience within a unionized setting.
- Excellent oral and written communication skills.
- Demonstrated conflict management skills.
- Demonstrated ability for creative and innovative thinking.
- Strong alignment with the Agency's vision, mission and core values.
- Sound understanding of the principles of diversity, inclusion and Anti-Oppressive practice
- Exceptional interpersonal skills.
- Sound judgement in matters of confidentiality.
- Strong organizational skills and proven ability to manage multiple priorities required.
- Experience in a child welfare setting an asset.
- Proven computer skills utilizing Word, Outlook, Excel and PowerPoint.

The successful candidate will be required to obtain the Certified Human Resource Leader designation.

### **SALARY RANGE:**

\$59,959 to \$76,285 per annum

Management and Excluded Grade 12

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Interested applicants are invited to submit a resume to [resume@facswaterloo.org](mailto:resume@facswaterloo.org), no later than 4:00pm on January 27, 2016 quoting posting #001-2016. Resumes will only be accepted electronically.

***We thank all candidates for their interest however only those selected for an interview will be contacted.***

**Accommodation at Family & Children's Services of the Waterloo Region**

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x3465. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.