



OPPORTUNITY

(External – Non-Union)

DATE OF POSTING:	July 19, 2024
POSITION:	Supervisor of Human Resources
TERMS OF EMPLOYMENT:	Full time, Contract (18 months), non-union
POSTING NUMBER:	2024 - 07
START DATE:	TBD
HOME LOCATION:	Brantford (travel within the agency's jurisdiction may be required)

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor of Arts, and/or post-secondary diploma with concentration in Business Administration. Candidates with other academic qualifications and related experience may be considered
- Human Resources Certificate or Diploma
- CHRP/ CHRL designation in good standing
- Training, certification and/or extensive experience with Pay Equity legislation and Job Evaluation processes
- 3 years' experience in managing direct reports with a proven ability to effectively manage performance and facilitate change
- Experience in developing relationships among colleagues and communicating effectively through the utilization of coaching approaches
- Experience in a unionized environment

RESPONSIBLE TO: Director of Human Resources

Position Summary:

Under the direction of the Director of Human Resources, the Supervisor of Human Resources is responsible for providing professional Human Resources leadership to agency staff and consultation and coordination of Human Resources services and processes within the organization. Over the duration of this contract, this position will have a significant role in coordinating and guiding the organization's Pay Equity project.

MAJOR RESPONSIBILITIES

As the Supervisor of Human Resources services within the agency, the Supervisor of Human Resources will:

- Collaborate and consult with agency leaders to understand Human Resources needs and through a strengths-based approach, allocate HR resources to address needs.
- Coach, mentor and facilitate development of the Human Resources team to support through ongoing changes and continuous improvement on an individual and team basis.
- Provide advice, counsel and leads day-to-day matters related to the Collective Agreement interpretation.
- Provides consultation and supports to leaders within the organization with respect to Performance Management processes.
- Maintains the agency's job descriptions and compensation framework through the utilization of job task analysis and job evaluation approaches.
- Provide effective data reporting for relevant HR metrics.
- Provides leadership to assigned projects, employees, work groups, programs and/or committees.
- Represents the agency in events, conferences and meetings, as assigned.

As a member of the Human Resources Team:

- Support the ongoing development of the HRIS/Payroll, benefits and employee records systems.
- Collaborate with the HR team in the development of HR policy and procedure.
- Oversee the recruitment, onboarding and orientation process of new hires.

As a member of the CFSGE Management team:

- Participate in all management meetings, correspondence and feedback loops.
- Participate in projects and committees, as assigned.

- Effectively contribute to the organization's strategic vision, mission and values including the integration and advancement of equity, diversity and inclusion best practices.
- Work in compliance with the provisions of the Occupational Health and Safety Act and regulations there under.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Excellent knowledge Human Resources and Labour Relations legislation such as the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, etc.
- Excellent knowledge of Occupational Health and Safety legislation and standards including the National Voluntary Standard for Psychological Health and Safety in the Workplace.
- Knowledge of best practices related to the full spectrum of Human Resources functions including Talent Acquisition, Workforce Planning and Development, Employment Contract Management, Total Compensation, HR Administration, Training and Development, Health and Safety, Performance Management as well as HR metrics.
- Proven leadership and coaching skills.
- Excellent oral and written communication skills.
- Effective time management skills with demonstrated ability to plan, organize and prioritize a varied workload in a fast-paced environment.
- Proven conflict resolution skills deployed through psychologically safe methodologies.
- Excellent PC-based computer skills with proficiency in the use of databases, Microsoft office programs and internet tools.
- Ability to carry out oral and written direction with minimum supervision.
- Excellent interpersonal skills with ability to maintain good working relationships with peers, other employees and the public.
- Demonstrated professional writing skills.
- Demonstrated personal integrity and initiative and ability to maintain confidentiality of matters of importance managed by the Human Resources team.
- Proven problem-solving abilities.
- Knowledge of anti-Black racism.
- Knowledge of the impact of Residential Schools and the 60s Scoop on Indigenous people.
- Understanding of Indigenous culture and practices.
- Knowledge of Child Welfare practices and legislation is an asset.

ANNUAL SALARY RANGE

In accordance with the Non-union Wage Grid - Level 6

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer
- Consent for Child Welfare check - Results must be satisfactory to the employer
- Must have a valid Ontario "G" class driver's license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

Strong preference will be given to applicants from equity deserving groups including but not limited to: First Nations, Metis or Inuit, South Asian, African Canadian, 2SLGBTQ+ populations.

APPLICATION PROCESS:

Please submit resume and cover letter electronically at:

Email: employment@cfsge.ca

CLOSING DATE:

August 2, 2024, at 8:30 am