



POSITION DESCRIPTION

POSITION (TITLE):	Manager, Human Resources	DIVISION:	Corporate Services
REPORTS TO:	Director, Corporate Services	UNION AFFILIATION:	Non-Union
PREPARED BY:	Director, Corporate Services	DATE: (R) if revised	(R) November 2019
APPROVED: MOH/CEO, Director	Medical Officer of Health & Chief Executive Officer	DATE:	November 2019
SUPERSEDES:	January 2011, August 2007, September 2003		

POSITION SUMMARY:

Reporting to the Director, Corporate Services, the Manager, Human Resources is responsible for providing administrative leadership and direction to the Human Resources team, which plays an integral role in supporting the organization through the provision of a wide range of Human Resources programs and services. The Manager, Human Resources also provides leadership to the management team and senior leadership in the areas of labour relations, recruitment and selection, occupational health and safety, compensation and benefits administration, human resources management systems, performance management, policy and procedure development, privacy, and student and volunteer coordination amongst other things.

DUTIES AND RESPONSIBILITIES:

Human Resources Administration

1. Provides advice and support to senior management and management team in all Human Resource functions.
2. Develops and implements human resource related initiatives as per the direction of the Director of Corporate Services.
3. Supervises and maintains the recruitment and selection process so that it is consistent with legislative requirements and supports the engagement and retention of exceptional staff.
4. Recommends and implements strategies to meet recruitment and retention demands.
5. Leads the Collective Bargaining Process.
6. Chairs all labour relations committees and initiatives.
7. Ensures all problems, conflicts and violations/non-compliance with specific policies and procedures and all Federal, Provincial, and Municipal Regulations are addressed in a timely manner with appropriate corrective action consistent with the provisions of the Collective Agreements.
8. Ensures all grievances are appropriately investigated and managed and ensures effective transition through the grievance process.
9. Advises senior and management staff relative to proper interpretation, application, and administration of Collective Agreements.
10. Facilitates the progressive discipline process and other confidential employment matters.

11. Maintains and administers the corporate compensation and benefit programs.
12. Reviews and monitors total compensation for all employees and recommends and implements modifications as required by legislative or negotiated changes.
13. Maintains and administers Pay Equity / Job Evaluation programs as per legislative requirements.
14. Reviews and monitors the Health Unit's EAP program and makes recommendations for improvements.
15. Ensures the development and implementation of the corporate orientation to the organization as well as monitoring its progress.
16. Supervises and ensures a coordinated and collaborative approach to the provision of the student and volunteer programs.

Human Resources Management

1. Supervises the activities of the Human Resources Department staff, providing leadership and establishing priorities.
2. Oversees hiring and managing performance of departmental staff. Ensures that orientation, training and support are provided so that staff develop and maintain the competencies required to meet the standards for their position. Encourages and supports continuing education and professional development.

Planning and Organizing

1. In collaboration with the broader management team, participates in the development, implementation and evaluation of the mission, vision, values, standards, goals and objectives of the TBDHU.
2. In collaboration with the Director, Corporate Services, establishes program outcomes and objectives, which are consistent with the TBDHU's operational goals and strategic objectives.
3. Develops, implements, and evaluates policies and procedures as needed and ensures that they are current and consistent with the scope of each professional discipline. Ensures that staff are cognizant of such procedures.
4. Acts as a consultant to the Senior Management Team and the Board as appropriate, on issues related to Human Resources. .
5. Ensures and maintains effective, confidential and secure records for all human resource information according to legislative requirements, established policies and procedures, and applicable professional standards.
6. Ensures the organization's adherence to privacy legislation through the provision of support, advice and training to managers and staff on privacy legislation and requests for information.
7. Participates in planning, developing, implementing and evaluating an emergency response plan and protocol for the TBDHU.
8. Analyses information to identify emerging issues and trends to be incorporated into current programming and future planning.

Leadership

1. Demonstrates effective and timely decision-making.
2. Provides a forum where staff can work co-operatively with other team members.
3. Demonstrates the values of the TBDHU in all interactions with other managers, staff, clients and the public.
4. Demonstrates a commitment to continual learning and self-growth and acts as a role model for staff.

Quality and Continuous Improvement

1. Supports and participates in the organization's continuous quality improvement program and integrates and fosters concepts of continuous improvement into Human Resource programs and processes.
2. Reviews recommendations for process improvement based on program results and feedback and takes appropriate action to implement.
3. Contributes to the organizational growth of the TBDHU by identifying organizational needs and works with his/her Director and/or Senior Management Team to achieve performance improvement.

Communication and Relationship Building

1. Participates as a member of the TBDHU Management Team, which includes developing, and maintaining a strong rapport with Managers and Directors; promoting and ensuring the team concepts of cooperative, coordinated work among departmental staff and all staff in general.
2. Develops, fosters and maintains positive and productive relationships with a variety of partners and stakeholders.

Professionalism and Ethics

1. Demonstrates commitment to an environment in which collaboration is valued and excellence in client and population "care", education and research is promoted and achieved.
2. Demonstrates accountability to clients and acts to ensure practice meets legislative requirements, regulatory standards and Health Unit goals.

Occupational Health and Safety

1. Acts as the Coordinator for the Occupational Health and Safety Program.
2. Recommends, implements, and monitors the TBDHU Health and Safety Program to ensure compliance with legislative requirements;
3. Oversees the Disability Management Program;
4. Develops and maintains progressive business relationships with Safety Group, Ministry of Labour, WSIB representatives, and union elected representatives.
5. Performs job functions in accordance with relevant legislation and established policies and procedures.
6. Ensures that all employees under their supervision perform work in accordance with applicable Occupational Health and Safety legislation.

General

1. Performs other duties as assigned

QUALIFICATIONS / REQUIREMENTS:

1. Diploma or Degree in Human Resources Management.
2. Minimum three (3) – (5) years of progressive Human Resources management experience in a unionized environment.

3. Demonstrated supervisory and leadership abilities acquired through direct supervision of staff.
4. Demonstrated excellence in interpersonal, organizational, and time management skills.
5. Demonstrated negotiating skills acquired through bargaining process with Union representatives.
6. Strong background in labour relations, organizational development, human resources practice, privacy and health and safety.
7. Applied knowledge of employment and labour law.
8. Ability to work with a high degree of integrity and professionalism.
9. A proven track record in recruiting and retaining high quality people.
10. CHRP or CHRL designation an asset.
11. Occupational Health and Safety Certification an asset.
12. Valid driver's license and access to a vehicle.