



## **Supervisor of Human Resources**

The successful candidate will supervise a team of 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:**

- University Degree or Diploma in Human Resources Management, or a related discipline. Preference will be given to applicants with a CHRP/CHRL designation;
- A minimum of five years of progressive Human Resources experience, preference within a unionized setting;
- Experience in Human Resources, including labour relations/employee relations, occupational health and safety, performance management and benefit/pension plan administration;
- Excellent oral and written communication skills;
- Demonstrated ability for creative and innovative thinking;
- Strong alignment with the Agency's vision, mission and core values;
- Exceptional interpersonal skills;
- Sound judgement in matters of confidentiality;
- Strong organizational skills and proven ability to manage multiple priorities required;
- 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:**

\$60,843 to \$77,169 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.

***Applicant Process – Resumes will only be accepted electronically***

Interested internal applicants are invited to submit a resume to [internal.resume@facswaterloo.org](mailto:internal.resume@facswaterloo.org), no later than 4:00 p.m. on Monday September 12, 2016 quoting posting #080-2016.

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***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.