



**York Region Children's Aid Society**  
16915 Leslie Street  
Newmarket, ON L3Y 9A1  
Fax# 905-898-7741 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)

December 8, 2017

Applications are now invited for the position of:

**Manager, Human Resources and Labour Relations**  
**18 month contract**

**OVERVIEW:**

Reporting to the Chief Financial Officer, with a dotted line to the Chief Executive Officer the Manager, Human Resources and Labour Relations is responsible for developing and implementing strategic human resources plans that focus on labour relations, attendance and disability management, and staff learning and development. With support from the Human Resources Specialists, and Human Resources Coordinators, the Manager, Human Resources and Labour relations will also have overall responsibility for the human resources function at the Agency.

The incumbent will provide leadership and direction to create an inclusive and positive work environment where people feel respected, valued and integral to York Region Children's Aid Society.

**NATURE OF POSITION:**

1. Leads the Agency's activities in all labour relations matters including:
  - leading the collective bargaining planning process ensuring it is in accordance with the overall strategy of the Agency
  - acting as spokesperson for the Agency during collective bargaining,
  - planning, leading and participating in all matters such as mediation, grievances and arbitration.
  - ensuring all planning and activities are in accordance with our collective agreement.
2. Works with the Senior Management Team, to support overall management of York Region CAS. The responsibilities include corporate policy formulation, planning and decision making on matters affecting the Agency.
3. Provides scheduled and ad-hoc reports on human resources functions to the Senior Management Team.
4. Provides leadership role in interpreting and complying with legislation such, as Fair Workplaces, Better Jobs, Pay Equity, Occupational Health and Safety, Accessibility for Ontarians with Disabilities, Employment Standards, and Pension Benefits acts, the Ontario Human Rights Code and Agency programs, policies and procedures.
5. Leads all workforce planning activities including forecasting of staff increases/decreases, ensuring compliance with collective agreement workload standards, and is accountable for monitoring all changes within the organization to inform staff planning decisions.
6. Oversees the review and then maintenance of the disability and attendance management program, in consultation with the Human Resources Specialist.
7. Provides leadership in maintaining effective relations with all employee groups and, where appropriate, works with the senior staff to creatively manage issues to enhance employee satisfaction, staff retention and an overall positive work environment.

8. In conjunction with the Human Resources Specialist, completes investigations and prepares for/attends tribunals, court dates, and hearings
9. Oversees the operation of all training activities of the Agency. Working with the Training Coordinator ensures the requirements for both mandatory and non-mandatory training are met. Chairs the Agency Training Advisory Committee.
10. Responsible for leading and operating the Agency's job evaluation and pay equity programs in accordance with legislative requirements and Agency policy and collective agreement.
11. Oversees administration of an effective performance appraisal system. Working with the Human Resources Specialist to support performance management, skill development and succession planning.
12. Provides advice, guidance and counsel to senior management of the Agency in areas of performance management, progressive discipline, etc. and advises regarding the development of work plans and disciplinary actions.
13. All other human resources activities and responsibilities as appropriate for the position.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Expert knowledge and demonstrated experience in leading human resource services, organizational development initiatives, labour relations and negotiations initiatives. Leadership experience at a broad level that includes both strategic and operational experience.
- Ability to integrate the mission, vision, values and strategic directions into the people management of the Agency. Ability to communicate the mission, vision, values and strategic directions of the Agency. Demonstrated success in leading and promoting the goals of the Agency motivating others to assist in implementation of changes that support and strengthen the organization's effectiveness.
- Knowledge of, and demonstrated experience in, approaches to effectively manage change and an ability to lead the change process by helping all stakeholders see the necessity and value of change. Demonstrates personal commitment to the change through actions and communication.
- Understanding of Anti-Oppressive values, principles and practices.
- High level of self-management with software applications in an office setting including Office 365, Excel, HRIS, and other databases.
- Knowledge of all relevant workplace legislation
- Effective management of a team of human resource professionals.

#### **REQUIRED EDUCATION AND QUALIFICATIONS:**

- Post-secondary education in Human Resources
- CHRL or CHRE designation is considered an asset
- Minimum of 6 years successful, progressive and senior level human resources experience in a unionized environment.
- Bilingualism in French is considered an asset

#### **PAY GRADE**

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(\$98,800 - \$125,410, effective January 1, 2018)

Candidates that meet the qualifications listed above are welcome to apply for this position and should do so in writing to Jason Clement, Human Resources Specialist, no later than 5:00 p.m. on January 8, 2018.

*York Region Children's Aid Society is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.*

*The Society encourages applications from all qualified individuals.*

*Applicants that may require accommodation during the selection process are encouraged to notify HR when contacted for an interview.*