

*For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.*

## Human Resources Administrator

[Regular full-time]

Reporting to the Chief Human Resources Officer & Senior Director of Organizational Effectiveness, the Human Resources Administrator will provide generalist functions which include professional human resource consultation in areas such as employee relations, recruitment and staffing, disability management, health and safety, and organizational planning and development.

### Key Duties:

#### Human Resources Services

In consultation with the Chief Human Resources Officer & Senior Director of Organizational Effectiveness:

- Provides advice and counsel to all organizational levels on matters related to the Collective Agreement interpretation and labour relations practices
- Participates in the development and implementation of the agency's policy and procedure manual
- Participates in the Joint Health and Safety Committee as well as the completion of associated assigned tasks
- Evaluates and manages the agency's Human Resource Information System (Avanti), liaising with Avanti, finance and technical departments as required
- Provides counseling and interpretation to management and staff on disability matters, including the early intervention and return to work process
- Relates closely with the Finance/Payroll department to ensure resolution of human resource issues before payroll processing
- Produces employee correspondence in relation to leaves of absence, disability management and performance management
- Prepares internal Human Resources reports such as staff turnover, performance management, contracts, staffing allocation, etc.
- Updates the organizational chart as required

#### Recruitment and Staffing

- Assists with the recruitment and selection process and ensures consistent application of procedures
- Assists with candidate pre-screening, scheduling, interviewing and making the verbal and written offer of employment
- Assists with the facilitation of employees onboarding and the new hire orientation process

#### Leadership

- Provides leadership to employees, work groups, programs and/or committees
- Exemplifies and inspires behaviours, actions and attitudes that are consistent with FACS vision, mission and values
- As a member of the Management Team, participates in the development and successful implementation of the Strategic Plan
- Works in a manner consistent with the requirements/regulations of the Occupational Health and Safety Act, and FACS policy and procedures

#### Other Related Activities

- Ensures own expenditures adhere to policies
- Meets or exceeds all accountabilities and achieves continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge as required
- Leads, facilitates and/or participates in special projects and performs other duties as required
- Ensures the highest level of confidentiality while performing all duties

### Qualifications:

July, 2021

- University Degree or Diploma in Human Resources or other similar field of study
- Membership in Human Resources Professional Association of Ontario; preferably a Certified Human Resources Professional or working towards, preferred
- Minimum 1-year experience in a HR generalist role, including exposure to labour relations, compensation, benefits and human resource administration
- Excellent knowledge of legislation governing human resources and labour relations such as the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, etc.
- Excellent knowledge of the interpretation and application of a collective agreement
- Excellent knowledge of Human Resource Information Systems (HRIS)
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required

#### **Knowledge and Skills Required:**

- Excellent ability to use MS Office applications (e.g. Word, Excel, etc.)
- Excellent ability to think analytically with attention to detail in the presence of frequent interruptions
- Strong planning, time-management, multi-tasking and organizational skills
- Strong written, oral communication and interpersonal skills
- Excellent mentoring, coaching and communication skills to provide instructions and guidance to staff with respect to activities, challenges and questions
- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- Absorbs and interprets information from multiple participants in meetings on a regular basis
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Frequent periods of data analysis and proofing of records required
- Frequent interruptions
- Occasional travel to CAS/FACS sites or within the region
- Occasional travel outside the region may be required
- Occasional requirement to work evening and/or weekend hours

*Please apply with your cover letter and resume by July 24, 2021 to:*

E-mail: **humanresources@facsniagara.on.ca**

*Please include your salary expectations.*

*We thank all applicants however only those considered for an interview will be contacted.*

*Preference will be given to candidates who are bilingual in French and English.*

*Family and Children's Services Niagara welcomes candidates from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for candidates with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*