

Position:	Director of People and Culture	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2122-32	Number of Positions:	1
Employment Type:	Permanent Full-time	Location:	817 Division Street, Kingston, ON
Date Posted:	July 19, 2021	Closing Date:	August 16, 2021

Position Summary:

The Director of People and Culture acts as a strategic Human Resources Advisor, promoting excellence in Human Resources (HR) practice by providing expert advice and leadership to Senior Leadership team, staff, Board members, and other community and business partners as required.

The incumbent provides leadership and direct support on a range of Human Resources matters, programs, and processes, as well as oversight for all day-to-day HR activities. This includes, but is not limited to, employees and labour relations, full cycle recruitment, orientation and onboarding, health and safety, wellness strategies, talent planning, succession planning, disability management, policy development and implementation, organizational planning and development, performance management, learning and development, and compensation and benefits.

Required Qualifications:

- Post-secondary education in Business, Human Resources (HR), Employee Relations, Industrial Relations, or related field. Certified Human Resources Leader (CHRL) professional designation in good standing; AND
- A minimum of 7 years of progressive HR Generalist experience in a strategic and leadership capacity OR an equivalent combination of education and experience to successfully perform the essential duties of the job;
- An open and collaborative management style that promotes partnerships and builds trust, with the ability to engage, motivate, and coach all levels of the Agency;
- Excellent knowledge of legislation, principles, and practices governing Human Resources management and labour relations;
- Strong negotiation skills and ability to foster cooperation, build consensus, gain support, and influence decision-making and outcomes;
- Strong commitment and demonstrated knowledge of the principles of equity, diversity, inclusion, and anti-oppressive practice, and experience working within an anti-oppressive, decolonized practice framework;
- Exceptional interpersonal, collaboration, and relationship management skills to interact effectively as a team member as well as build and nurture effective working relationships with staff, colleagues/peers, union partners, and community stakeholders;
- Excellent, demonstrated written communication skills to create clear, concise documents such as letters, reports, business plans, and other documents in response to information requests;
- Excellent, demonstrated verbal communication skills to facilitate, lead, and mediate a variety of meetings with staff of all levels of the Agency and other individuals as required, some of which may be sensitive in nature and require significant tact, diplomacy, and confidentiality;

- Demonstrates ability to manage competing demands and tight timelines;
- Strategic thinking, excellent analytical skills, judgment, and political insight to identify issues and analyze risk, as well as to identify options to address issues and recommend solutions;
- Demonstrates high degree of accountability, takes ownership, and ensures integrity is maintained with all aspects of work;
- Bilingualism (fluency in French and English) is an asset, as Kingston is a designated French language services area under the French Language Services Act (selected candidates will be assessed); and
- Ability to establish mechanisms for performance management, including performance appraisals, performance improvement plans, and workload monitoring.

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to the Executive Director's office: Sonia.Gentile@facsfla.ca. Interested and qualified applicants are invited to apply in writing by August 16, 2021.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.

NOTE: We are a scent-free workplace.