



## JOB POSTING # 10-2021

### DIRECTOR OF HUMAN RESOURCES

**Reports to:** Executive Director

**Term:** Permanent, full-time

**Mandate:** Brant Family and Children's Services (Brant FACS) and the Children's Aid Society of Haldimand and Norfolk (CASHN) will be forming an amalgamated agency mandated by the Province of Ontario to deliver child protection services to children who are at risk of or have been the subject of abuse and neglect. The Director of Human Resources will work closely with the senior leadership of both agencies and the amalgamation team to ensure that the transition to a new agency supports the human resources of both legacy organizations as they become one newly amalgamated agency. The Director will continue as the Director of Human Resources for the newly amalgamated agency.

The amalgamated agency will provide support and services to children and families in Brant and Haldimand-Norfolk Counties and Mississauga's of the Credit First Nation (MCFN). Since 1987, we have had a team of Indigenous workers providing services in a culturally appropriate manner that meets the needs and values of the MCFN community. Demonstrated skill and understanding of an equity-based framework for decision making is central to the HR Director role

The Director of Human Resources position will be critical to the successful implementation of amalgamation and the ongoing operation of the newly established agency. It is a position of leadership, requiring excellent interpersonal skills, planning skills and management expertise. The Director of Human Resources will work in close collaboration with the senior leadership team to develop the new organization's people and culture to ensure sustainability of the new agency.

The Director of Human Resources will have a key role in negotiating a new collective agreement for the amalgamated agency, oversee the development of new policies and procedures that respect the legacies of the amalgamated agencies and work closely with relevant staff to create new job descriptions that will capture any relevant changes while utilizing an Equity, Diversity and Inclusion lens. Job evaluations will also need to be completed and any required compensation adjustments will be negotiated with union and non-union employees.

**Position Summary:** Reporting to the Executive Director, the Director of Human Resources ensures the provision of human resource services for the organization, that promotes the mission and vision of the agency and is in accordance with the Collective Agreement(s), pertinent legislation and organizational policies and procedures. The Director of HR has oversight of all human resource functions, provides direct supervision of assigned staff, and is highly engaged with all other departments within the agency.

**Accountability:** The Director of Human Resources will work in conjunction with the members of the senior leadership team and is accountable to the Executive Directors of Brant FACS and CASHN until a new Executive Director of the amalgamated agency is in place.

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

The Director of HR provides guidance 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 and succession planning, disability management, policy development and implementation, organizational planning and development, performance management, learning and development, and compensation and benefits.

The Director will direct the operations of the Human Resources Department and provide direct supervision, mentoring and support to assigned staff assigned to their department.

The Director will ensure that the organization is in full compliance with all legislative and regulatory requirements (i.e., Employment Standards, Health and Safety, Human Rights, AODA, etc.) and liaise where necessary with relevant government personnel related to HR activities.

The Director will promote positive organizational culture and effectiveness through strong principles and practice frameworks related to accountability, performance coaching, mindfulness, and Equity, Diversity, and Inclusion, in particular the tenets of Truth and Reconciliation and anti-Black Racism. Staff will feel respected, valued and an integral part of the organization.

The Director will lead and promote good labour relations and engage collaboratively with the local bargaining unit including ensuring the organizational compliance with collective bargaining and active collective agreements.

The Director will effectively represent the organization on internal committees, including Board engagement, as well as across various provincial, regional and zone based working groups, ensuring the organization is well informed of and participatory in, regional and provincial initiatives.

## **KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED**

### **Qualifications:**

- University degree in Human Resources, Labour Relations, Commerce, etc. required
- Professional certification (CHRP/CHRL) required as well as membership in the Human Resources Professional Association of Ontario
- Minimum of 8-10 years' work experience in Human Resources required, with a minimum of 2 at a senior level
- Advanced knowledge of labour and employee relations in the public sector
- Extensive labour relations experience dealing with grievances, arbitrations and preparing for negotiations and ability to work collaboratively with union partners
- Advanced 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.
- Knowledge and usage of HRIS systems
- Advanced understanding of the child welfare sector and not-for-profit environment
- Advanced knowledge of CAS business strategies, goals, priorities and programs, and related objectives and plans is an asset

- Experience in acquisitions, mergers, or amalgamations of two or more agencies and unions as well as knowledge of the Public Sector Labour Relations Transition Act, 1997 would be an asset.

### **Knowledge and Skills:**

- Expert knowledge and demonstrated experience in leading human service and organization development initiatives, particularly large-scale recruitment and retention programs and effective labor relations and negotiations initiatives
- Leadership experience at a broad level that includes both strategic and operational experience
- Knowledge of, and demonstrated experience in, approaches to effectively manage change and an ability to lead the change process. Demonstrates personal commitment to the change through actions and communication.
- Knowledge of, and sensitivity to, the needs and interests of all stakeholders
- Ability to effectively build and maintain excellent relationships
- Demonstrated success in working, and communicating, with a broad group of individuals including, but not limited to, board members, senior staff, staff and community partners
- Demonstrate openness and honesty, builds trust, behaves consistently and acts in accordance with moral, ethical, professional and organization guidelines.
- Capacity to think and operate strategically; sees potential future states; considers the broader perspective; conceives theoretical constructs to model potential outcomes; intellectual agility
- 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
- Strong technology orientation and a demonstrated history of sound decision making supported by outcome metrics
- Commitment to ongoing professional development
- Excellent decision-making skills, with the ability to make and defend independent judgments, as well as the corresponding ability to influence others and achieve desired outcomes
- Excellent organizational and time management skills with the ability to effectively handle multiple critical issues simultaneously
- Ability to confidently handle contentious matters with sensitivity and balance
- Act as an advocate for safety and demonstrate principles, practices and processes that optimize a safe environment for all

**Salary:** In accordance with Human Resources salary scale  
**Start Date:** To be determined  
**Date of Posting:** August 27, 2021  
**Closing Date:** Until filled

**Applications, including covering letter and resume, should be forwarded to:**

**[Shari.Gardener@cashn.on.ca](mailto:Shari.Gardener@cashn.on.ca)**

**Please reference job posting number in the subject line of your email.**

*Brant Family and Children's Services and Haldimand Norfolk Children's Aid Society are committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations and gender identities.*

*We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.*