



## HUMAN RESOURCES MANAGER

**LOCATION:** Woodstock

### SCOPE OF THE JOB

This Senior Management position at the Children's Aid Society of Oxford County ensures the effective service delivery and overall operations of Human Resources. This will be accomplished by maintaining the consistent day to day implementation of a high quality Human Resource Program according to mandatory standards, policies and procedures. This Management position carries responsibility for developing, monitoring and evaluating Human Resource programs, policies and services.

Other key areas of responsibility include human resource planning, labour relations, recruitment and selection and the analysis and improvement of Human Resources processes and systems. This Management position is expected to provide consultation and direction to all agency employees. In addition to remaining current with all applicable federal, provincial and municipal laws and regulations, this role requires the individual to adhere to and enforce all established organizational policies and procedures, as well as adhere to the Collective Agreement. This role further requires the individual to maintain positive relationships between the management team and employees. Other duties may be assigned as necessary. This position is outside of the Bargaining Unit.

### QUALIFICATIONS:

Applicants must have:

- Human Resource Management Certification with CHRL;
- Candidates must possess a degree in Social Work, Psychology, Business Administration, Labour Relations or an equivalent degree from a recognized university; and
- At least 5 years of progressive Management experience preferably in a Child Welfare setting
- Current JHSC Certification

### POSITION REQUIREMENTS

Candidates must have:

- Thorough knowledge of current Human Resource workplace practices and Legislation including an awareness of the Child, Youth and Family Services Act (CYFSA);
- Demonstrated strong commitment to diversity management;
- Demonstrated successful record of success in staff management, recruitment, training and employee relations;
- Superior oral and written communication skills;
- Proven ability to identify developmental needs of employees and provide coaching, mentoring and other assistance as deemed necessary and or relevant;
- Sound decision making, problem solving, conflict resolution skills and judgment;
- Excellent time management skills;
- Ability to work independently in a unique role in the organization;

- Ability to work as a collaborative and contributing member within a team environment and maintain positive working relationships across the organization;
- Knowledge of principles, theories and techniques related to job classification, job analysis and job descriptions;
- Demonstrated Accountability and Dependability;
- Demonstrated ability to anticipate policy and service priorities through analysis of statistical information and trends;
- Demonstrated Ethics and Integrity along with a commitment to maintain staff privacy and confidentiality;
- Demonstrated ability to maintain drive and focus for extended periods of time, while maintaining composure in highly stressful and adverse situations; and
- Demonstrated proficiency in computer skills;
- Sensitivity to and awareness of issues facing First Nations, Inuit and Métis (FNIM) people and the Pathway to Reconciliation;
- Recognition of and sensitivity to Equity and broad social injustices including, poverty, sexual orientation, race and ethnicity and other forms of discrimination, including disabilities, and their systemic impact on service users and community as a whole; and
- A valid G driver's licence and use of a personal vehicle.

### **Human Resource Administration**

- Lead the planning, development, implementation, monitoring, evaluation of the organizations Human Resource strategies and procedures;
- Actively participate in the Agency's Strategic Plan;
- Recommend, advise and assist the Executive Director in relevant areas of policy development, planning including adjustments and enhancements to programs and policies to achieve an effective response to staffing and organizational needs;
- Represent the organization in collective bargaining, lawsuits, grievances and complaints;
- Ensure organizations compliance with applicable employment legislation, regulations, rules, standard, guidelines and the Collective Agreement;
- Oversee and participate in the hiring of adequate and efficient staff to carry out the Agency's programs and in consultation with the Executive Director, participate in the deployment and discharge of those staff; and
- End-to-end recruitment. You will work with managers and senior leaders to identify and solve staffing challenges, ensuring new effective processes are implemented and result in increased talent acquisition. You will manage the talent acquisition process in partnership with hiring managers, from posting roles and interviewing to making offers and onboarding.
- Maintain the New Worker Authorization process by OACAS. This includes obtaining training dates, ensuring enrollment of new workers, proctoring of the final ACE exam.
- Provide support in the interpretation of the collective agreement, HR policies and procedures while ensure consistent application across the Agency.
- Assist employee with requests regarding human resources issues, rules, and regulations
- Represent the Agency's mission, vision, and values in the community
- Perform other duties as assigned

## **Planning**

- Ensure agency staffing levels are appropriate;
- Short and long term planning initiatives that are in congruence with Strategic Directions of the Agency and Human Resource Department; and
- Preparation and Implementation of the Annual Human Resource Plan.

## **Human Resource Management**

- Management, Supervision and oversight of the staffing processes including: recruitment, hiring, personnel management, performance evaluation, training, development and disciplinary processes to ensure their compliance with legislation, regulations, the Collective Agreement and best practices models;
- Conflict resolution and maintenance of positive Labour Relations between management and employees as well as between individual employees;
- Maintain up to date and relevant Human Resource policies and procedures according in established review timelines;
- Participation as a management representative in the Joint Job Evaluation Committee, Joint Health and Safety Committee, Labour Management Committee and other committees as struck to address identified Human Resource priorities as well as representation in provincial committees as relevant to the position and deemed appropriate from time to time.

## **Human Resource Leadership**

- Actively uphold the Agency's Vision, Mission and Values through implementation of HR practices that reflect these priorities;
- Promotion of continuous organizational improvement through meeting professional and organizational goals aimed at developing leadership capacity within the organization;
- Provide Leadership and Education regarding Human Resource Functions and obligations to the organization;
- Develop and or institute effective coaching mechanisms and support to the management team on Human Resource Issues; and
- Deliver training presentations, curricula, and course materials using acceptable methods and techniques.

## **Human Resource Evaluation**

- Review existing and forthcoming legislation to determine HR impact on the organization; make recommendations regarding legislation;
- Monitoring and evaluation of HR Programs, Systems and Services; and
- Forecasting of Staffing requirements through monitoring service levels.

## **Health and Safety**

- Provides leadership to ensure workers, work in a consistent manner with the requirements/regulations of the Occupational Health and Safety Act (OHSA), and Agency's policy and procedures;
- Conducts regular management reviews of health, safety and security matters through meetings, communications, and reports;
- May apply corrective disciplinary action to employees for non-compliance with known policies;
- Providing leadership to the Joint Health and Safety Committee;

- Adhering to all reporting procedures for workplace injuries/illnesses and incidents (including incidents of workplace violence and harassment); and
- Following all responsibilities as outlined in policies and procedures (including, but not limited to, Respect and Dignity in the Workplace, Personal Safety – Workplace, Worker Injury or Illness and Fire Safety Plans).

#### **WORK CONDITIONS**

- Organizational, Office and Community Setting;
- High degree of employee contact and interactions;
- Multiple competing priorities;
- High levels of mental concentration;
- Sitting, standing, walking and climbing stairs;
- Some travel to provincial meetings may be required;
- Fine manual dexterity required to use digital devices and related tools; and
- Ability to work flexible working hours, outside of regular business hours and overtime as required.

**REPORTS TO:** Executive Director

**SALARY** as per current Non-Union - Senior Manager Salary Grid

**TO APPLY:** Send resume to Human Resources at [hr@casoxford.on.ca](mailto:hr@casoxford.on.ca)

We thank all candidates for their interest; however only those considered for an interview will be contacted.

The Children's Aid Society of Oxford County is committed to building a diverse workforce representative of the community we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

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 are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 519-539-6176. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.