

**SENIOR HUMAN RESOURCES CONSULTANT**

FULL TIME CONTRACT: 12 MONTHS

\$77,663-93,382 PER ANNUM

*Guided by Catholic values and teachings; a fundamental belief in strengthening families; and the mandate of the laws of Ontario, the mission of the Society is to protect and advocate for the wellbeing of children within the City of Hamilton.*

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

**PURPOSE:**

Reporting to the Director of Human Resources, the Senior Human Resources Consultant provides human resource support to CCASH's management teams and employees, by leading recruitment, managing performance review processes, administering leaves of absence, producing HR reports, maintaining HRIS and assisting with policy revisions.

Please note, the successful applicant must complete a background check prior to hiring.

**QUALIFICATIONS:**

- Demonstrable 5 or more years of experience in a similar HR Generalist position
- University degree in human resources, administration, business management preferred, or equivalent education.
- Certified Human Resources Professional (CHRP, CHRL), or currently enrolled is an asset
- Experience managing in a unionized setting
- Coordinates full cycle recruitment activities
- Provides guidance to: Employee Relations, Workforce Planning, People Development and Performance Management
- Maintains a working knowledge of required policies and procedures, collective bargaining agreement and employment legislation,
- Develops relationships with all levels of employees in the Agency
- Provides guidance and coaching in all aspects of employee relations
- Works in collaborations with management staff to identify training requirements
- Facilitates internal training as required
- Works collaboratively with management staff to ensure effective performance management processes
- Participates in Health and Safety initiatives as required
- Oversees the WSIB, short-term sick leave and long-term disability plans and working in collaboration with third parties, union, management and employee, supports return to work and workplace accommodations as required
- Supports management staff with development of competency-based job descriptions
- Outstanding communication and people skills; high degree of emotional intelligence

- Demonstrated experience working with relevant legislation, including the Employment Standard Act, Human Rights Code, Occupational Health & Safety Act, Pay Equity Act, and Employment Equity Act
- Demonstrated commitment to high standards of integrity and ethical behavior
- Proficient in the use of human resource systems and programs
- Experience in project and change management to facilitate organizational change
- Demonstrated ability to work collaboratively at all levels of the organization
- Strong track record of accuracy and attention to detail in drafting various HR documents.
- Proactive, analytical and service-oriented.
- Excellent communication skills, both verbal and written.
- Experience working with relevant legislation, including the Ontario Employment Standards Act, the Human Rights Code, the Employment Equity Act, the Pay Equity Act, and the Occupational Health & Safety Act.
- Excellent interpersonal skills with the ability to deal effectively with individuals, groups and external agencies.
- Certificate in Health and Safety will be considered as an asset.
- Change management experience will be considered as an asset.
- Demonstrates a commitment to strong work ethics and provides leadership, and models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society of Hamilton.
- Technically adept with experience using: HRIS and Attendance Management applications, Microsoft Office Suite, Visio, etc.
- A commitment to understanding Catholic values and teachings and how they are operationalized in the work of the organization.
- Required documentation includes police clearance, and satisfactory provincial records search

*In compliance with agency's Covid-19 Vaccination policy, the successful candidate must provide proof of full vaccination status as defined by Provincial requirements or provide proof of valid exemption under Ontario Human Rights Code.*

**Employment Terms & Hours of Work:** 12-month contract; 35 hours per week

**Position:** Non-Union

**Compensation:** Range, based on qualifications and experience: \$77,663-93,382 per annum

**Benefits:** To be reviewed at time of hire

**Work Environment:** The agency supports a hybrid work model

**Starting Date:** As soon as possible

**Applications will be reviewed on an ongoing basis up to 4:30pm on Sunday June 12, 2022**

Interested applicants should send their cover letter and resume to: [hr@hamiltonccas.on.ca](mailto:hr@hamiltonccas.on.ca)

*Thanks for taking the time to submit your application. Please note only those candidates selected for an interview will be contacted.*

*Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.*

*In order to minimize interviewer bias we have incorporated the following into our selection process:*

- *We will have our interview panel score written assignments blind to eliminate bias*
- *We will seek out recent examples on behavior-based questions during the interview process*
- *We will review a candidate's lived experience during the interview and when assessing staffing needs*
- *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- *We will hold your application in strict and professional confidence*