



BRUCE GREY CHILD & FAMILY SERVICES

HUMAN RESOURCES SUPERVISOR

POSTING #:	2023-01
EMPLOYEE GROUP:	Leadership, Permanent, Full-time
# OF POSITIONS:	1 Position
DEPARTMENT:	Corporate Services
REPORTS TO:	Corporate Services Director
LOCATION:	Owen Sound
SALARY:	Classification 10 (\$91,103 - \$107,482)
DATE POSTED:	January 12, 2023
CLOSING DATE:	January 23, 2023
POSTING TYPE:	Internal & External

Please submit your application quoting posting number above to Human Resources at hr@bgcfs.ca before 4:30pm on the closing date.

Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.

PURPOSE STATEMENT

BGCFS provides child welfare service and support to children, youth, and families across the counties of Bruce and Grey.

Reporting to the Director, Corporate Services, the Human Resources Supervisors (2) are responsible for providing human resources generalist, organizational health and wellness support and labour relations support for Bruce Grey Children and Family Services (BGCFS). We are seeking a results-oriented and strategically focused leader with exceptional interpersonal skills to enhance the overall success of the organization.

The HR Supervisor is a trusted partner and subject matter expert who provides strategic and tactical advice, services, and support to internal stakeholders by working collaboratively with all members of the organization. Each Supervisor will have the lead on specific assignments as identified in the Annual Human Resource Workplan, as well as being cross trained in a number of areas to ensure adequate Human Resource capacity for BGCFS.

The work of BGCFS is considered essential. The organization has policies, procedures, and practices in place to ensure a response to urgent child protection matters at all times.

COMPETENCIES, DUTIES & RESPONSIBILITIES

Human Resource Services

- Serves as a resource to directors and supervisors on human resource issues and initiatives

- Reviews and drafts proposed Human Resource Standards and procedures as required, including a review of all S&P from an equity, diversity, and inclusion lense
- Works collaboratively with the Supervisor of Equity, Diversity, and Inclusion in reviewing all existing S&P's, tools, templates and HR related documents and processes
- Reviews and drafts revised agency job descriptions, job evaluation tools, performance management processes and tools, attendance management programs and supports, health and safety, quality improvement and staff training
- and other human resources related programs including from an Equity, Diversity, and Inclusion lense
- Provides consultation and support to supervisors with respect to performance management
- Assists in developing, implementing, and managing an appropriate employee recognition program
- Has a lead role in the Guarding Minds Organizational Health model and the Working Minds program
- Participates in the Health and Safety Committee as well as the completion of associated assigned tasks
- Completes salary surveys as requested by OACAS and other external sources
- Participates in ensuring that human resources information is updated and maintained securely
- Maintains and manages the Oracle Human Capital Management System and ensures the system is updated, and meeting the organizational needs of BGCFS including reports
- Reviews the work of Human Resources embedding Signs of Something into the Standards and Procedures, tools, and processes

Labour Relations

- Provides advice and counsel to all organizational levels on matters related to the Collective Agreement interpretation and labour relations practices
- Co-ordinates the administration of the grievance and grievance resolution process, preparing documentation relating to union grievances, hearings, arbitrations, and other labour related matters
- Prepares the organization for collective bargaining including in labour negotiations, collective agreement proposals and the bargaining process
- Informs best practice in Human Resource Labour Relations

Recruitment & Orientation

- Develops the long term and short-term Recruitment, Selection and Retention strategy and workplan for BGCFS and related processes.
- Assesses and projects current and prospective vacancies, co-ordinates and participates in the recruitment process employment requisitions, job posting notices and advertisements and screening applications
- Co-ordinates and participates in the selection process including revising interviewing and evaluating candidates, conducting pre-employment tests, checking references, trains other leaders in the screening process.
- Develops and maintains orientation and training programs
- Participates in the agency's orientation process and provides support to supervisors as required
- Develops a tracking system of recruitment activity, turnover rates, and average length of employment with the agency
- Conducts exit interviews and stay interviews

Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission, and values
- Uses a Signs of Something approach in their work and the processes developed.
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as employees, the bargaining agent, government agencies, community contacts and other CAS's
- Share's information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate parties at appropriate time
- Respects ethnic, spiritual, linguistic, familial, and cultural differences

Team Building

- Develops professional working relationships with team members
- Works respectfully, positively, and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings, training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

Other Related Activities

- Knows and adheres to all applicable BGCFS policies, procedures, and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required
- Leads, facilitates and/or participates in special projects and performs other duties as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- University Degree in Human Resources, Industrial Relations, or other similar field of study
- Membership in or eligibility for membership in Human Resources Professional Association of Ontario; preferably a Certified Human Resources Professional
- Minimum 3 years' experience in a Human Resource Supervisor role, including exposure to labour relations in a unionized environment
- 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. as well as Best Practices
- Solid knowledge of the interpretation and application of a collective agreement
- Solid knowledge of relevant CAS/industry computer applications
- Project Management experience

General Skills and Attributes

- Solid ability to use MS Office applications

- Knowledge of HR Systems in particular Oracle and other applications
- Excellent ability to make decisions of sound judgment, often in crisis or emergency situations and to manage the crisis situation appropriately
- Excellent ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent planning, time-management, multi-tasking, and organizational skills
- Excellent written, oral communication and interpersonal skills providing articulate, constructive, meaningful, and timely interaction at all levels with the ability to make complex issues understandable
- Excellent mentoring, coaching, communication, facilitation and presentation
- Highly detail-oriented
- Ability to deal with highly sensitive and personal information in a confidential manner
- Acts with integrity, trustworthiness, humility, transparency, and compassion

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Ability to multi-task within a fast-paced high volume and demanding environment
- Frequent periods of data analysis and reviewing/proofing of documents
- Frequent interruptions often dealing with critical issues
- Frequent travel to the three BGCFS sites or within the BGCFS region
- Absorbs and interprets information from multiple parties on a regular basis
- Required to listen to and reconcile multiple points of view being discussed/presented
- Participates or leads meetings where differing viewpoints are being presented

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BGCFS COMMITMENTS

We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

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 need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.