



### **Career Opportunity – Human Resources Manager**

**Team:** Leadership **Status:** Full-Time **Category:** Non-union/Salary

**Reports to:** Executive Director, Algoma Residential Community Hospice

The Algoma Residential Community Hospice (ARCH) is seeking a full-time Human Resources Manager with commitment to ensuring the highest quality support for its entire work force (unionized and non-unionized, Administrative & Care Teams)

### **Duties & Responsibilities**

Working with a dynamic team of health care and administrative professionals, within a holistic model of care, the Human Resources Manager is a Leader who will be accountable for the following duties and responsibilities:

- provide guidance and support to all of ARCH's highly-valued team;
- create, foster, develop, and promote an inclusive work environment where ARCH employees feel valued, acknowledge and appreciated;
- oversee the development of a recruitment and selection strategy aligning with the strategic plan;
- develop and monitor an outstanding talent management and succession plan that capitalizes on ARCH's knowledge assets, develops our people and promotes a learning culture;
- ensure the development, improvement and implementation of required human resource-related policies and procedures, in compliance with legislation and principles of equity, diversity, inclusion and the Human Rights Charter;
- complete required government reporting and surveys;
- lead and participate in regular labour-management meetings;
- facilitate alternative dispute and conflict resolution approaches for issues of concern identified by the bargaining unit and/or management;
- oversee the grievance and grievance resolution process;
- oversee the Health and Safety functions within the Agency, ensuring compliance with legislation, regulations and directives;
- oversee the implementation and maintenance of the Pay Equity/Job Evaluation process for all staff;
- ensure compliance with payroll legislation/processing and administration of benefits/RSPs on a bi-weekly basis; as well as, overseeing related scheduling and attendance management needs;
- leads the job evaluation process, development of new job descriptions and revisions to existing jobs as they change;
- establishes and maintains a budget for the Human Resources needs, in consultation with the Executive Director;
- develops and monitors a risk management plan as related to Human Resources;
- supervisory responsibilities as needed; and
- Other Human Resources duties as assigned.

## Qualifications & Skills

- University degree in Human Resources, or a related field;
- Membership in or eligibility for membership in the Human Resources Professional Association of Ontario;
- Certified Human Resource Leader designation would be an asset;
- Progressive leadership experience within a unionized environment, including advanced knowledge and expertise in the field of labour relations, compensation management and labour legislation;
- Proven leadership and planning abilities;
- Advanced critical thinking skills;
- Excellent dispute resolution and crisis management skills;
- Superior written and verbal communication skills to establish and maintain effective and respectful communication with Agency staff, the Union, the Board of Directors, colleagues, volunteers and the community;
- A satisfactory Vulnerable Persons Criminal Records Check (CPIC);
- Valid Driver's License and access to a reliable vehicle

## Preferred Assets

The successful candidate is passionate, dynamic, highly self-aware and service-oriented. As an influencer, the candidate will exude enthusiasm and a demonstrated ability to work with all kinds of people. Preferred assets would include:

- Strong interpersonal skills;
- demonstrated tact and understanding in difficult situations;
- a winning and driven attitude with a mindset of innovation;
- measured flexibility with a high degree of emotional intelligence;
- a servant leadership perspective;
- a minimum of five years' experience working within a unionized environment; and
- as a proven negotiator, the successful candidate will have:
  - negotiated at least two collective agreements,
  - arbitration experience,
  - labour relations committee experience,
  - joint health and safety committee experience, and
  - Job evaluation experience.

## Interested in Applying?

Please submit a resume to ARCH's Executive Director, Christianne Monico at:

[monicoc@archhospice.ca](mailto:monicoc@archhospice.ca) **by Friday, April 9th at 5:00 p.m.**

In your cover letter, please include the difference you wish to make in our palliative community and why you would be a good fit for this position. Please include **"HR Manager"** in the subject line.

***ARCH is an equal opportunity employer able to provide accommodations for diverse needs throughout the recruitment process.***