

Simcoe Muskoka District Health Unit

POSITION DESCRIPTION ADDENDUM

For the purpose of describing Program/Function Specific position highlights only
Refer to the Generic Program Manager Position Description for the full position details and requirements.

POSITION TITLE: Human Resources Manager

POSITION NUMBER:

DEPARTMENT: HR and Infrastructure

PROGRAM AREA: Human Resources

REPORTS TO: Vice President HR and Infrastructure

REVIEW DATE: August 29, 2023

PURPOSE OF POSITION: Reporting to the Vice President Human Resources and Infrastructure (VP HRI), manage the day-to-day activities of the Human Resources (HR) function. Provide expertise, coaching, support, problem solving, and consultation in all areas of human resources management to HR staff, employees, supervisors/managers, Vice Presidents and the MOH. This includes but is not limited to: employee and labour relations with both ONA and non-union staff; health and safety; WSIB; job analysis; job evaluation; position descriptions; succession planning; compensation management and strategy; Pay Equity; OMERS pension; Return to Work initiatives; employee recognition programs; sick leave/STD/LTD; performance management; recruitment; benefits; employee training and development; orientation/onboarding; HRIS system; Payroll & Kronos time and attendance; Harassment claims/investigations; MOL issues; Equity, Diversity and Inclusion; Attendance Management and HR policies.

Ensures best HR practices for the Health Unit and alignment of HR strategies to the Agency's overall strategic direction. Active participation on various committees including coordination and facilitation and active participation on the Facilities and Infrastructure after hours on-call rotation. May be asked to be a Branch Office Lead for an SMDHU office.

PROGRAM SPECIFIC SKILLS & COMPETENCIES REQUIRED:

Education: University Degree (Four Year preferred) AND a Certified Human Resources Leader Designation (CHRL) from the HRPA is mandatory.

Related Experience: 5-7 year's recent relevant experience with accountability as a human resources lead/manager with demonstrated excellent leadership and supervisory skills and experience coordinating HR staff. Prior Management experience preferred, as is a Labour Relations background.

Specific knowledge, skills, abilities:

- Demonstrated knowledge and experience in both developing and implementing a human resources management strategy.
- Excellent working knowledge of all current employment legislation e.g., Employment Standards Act, Labour Relations Act, WSIB; Human Rights Code, Pay Equity Act, Occupational Health & Safety and Collective Agreement administration.
- Demonstrated working knowledge of health and safety; WSIB; job analysis; job evaluation; position descriptions; Pay Equity; Return to Work initiatives; employee recognition programs; sick leave/STD/LTD; performance management; compensation management and strategies; recruitment; employee training and development; orientation/onboarding; HRIS system; Payroll & KRONOS time and attendance; Harassment claims/investigations; dealing with the MOL; Equity, Diversity and Inclusion; Attendance Management; benefits, and defined benefit pensions.(OMERS preferred).
- Demonstrated advanced understanding of performance management including discipline and severance.
- Demonstrated excellent knowledge of labour relations, including grievance resolution and collective bargaining strategies.
- Demonstrated excellent interpersonal skills including coaching, counseling on employment issues and the ability to collaborate and negotiate with HR staff, Managers and senior staff.

- Demonstrated superior “politically savvy” abilities: establishing working internal and external relationships, understanding workplace politics, sound judgement, or insight into broad and specific contexts through environmental scanning and skills in organizational and stakeholder partnering.
- Demonstrated ability to be a role model for the Health Unit.
- Demonstrated excellent skills in Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated excellent time management and organizational skills, results-oriented, and the proven ability to meet deadlines.
- Demonstrated excellent oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of training, setting priorities, accessing resources, defining policy and procedure and influencing program or agency direction.
- Demonstrated advanced written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate to professional audiences, policy makers, and general public.
- Demonstrated advanced interpersonal skills including negotiation, collaboration, facilitation, consultative and conflict management skills.
- Demonstrated excellent leadership skills including team building and creative problem-solving, and proven resource and management skills.
- Valid driver’s license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

PROGRAM SPECIFIC RESPONSIBILITY (ACCOUNTABILITY)

Provide expertise, support and consultation to HR staff, MOH, Vice Presidents, Managers and Supervisors in all areas of HR management:

- Provide supervision of daily activities of HR Generalists, Program Assistant(s), and Payroll staff; coordinate and monitor the day to day running of the Human Resources Programs
- Assigns and oversee daily work of the HR staff and complete Performance Review Evaluations
- Provide advice and mentoring to HR staff.
- Provides leadership and contributes to positive team functioning.
- Identifies issues and provides leadership toward resolution.
- When required address performance issues with staff and administer corrective action accordingly.
- Oversee payroll processes and HRIS system data input management ensuring complete and accurate data information.
- Provides coaching/advice in all areas of human resources management to assist managers/supervisors, Vice Presidents and the MOH to effectively manage their human resources and meet business objectives.
- Assists in developing appropriate strategies to resolve issues and implement proactive solutions; provides and/or recommends appropriate tools, techniques, systems, practices.
- Provides interpretation, including input and advice, of health unit HR policies/procedures, the Collective Agreement, all employment legislation, health and safety legislation and labour/employee relations.
- Ensures Recruitment and selection processes are consistently applied.
- Ensures all Management practices, HR policies and the Collective Agreement is consistently applied.
- Respects and ensures confidentiality in all employment issues and work performed on behalf of the agency.
- Demonstrates a strong HR customer service focus both internally and externally.

Implement and maintain effective employee relations strategies and programs, including HR Council, Employee and Family Assistance Program, general employee inquiries; Ensure fair and consistent employment practices across the Agency:

- Oversees the development of appropriate employee relations strategies, including implementation of employee programs, individual employee initiatives, monitoring of outcomes; identifies areas for improvement
- Acts as a resource and contact for the non-union HR Council; actively participates on HR Council, including attending regular meetings, providing HR input and advice to Council members

- Assists Management and employees regarding employment-related issues; responds to general employee enquiries regarding interpretation of health unit policies and procedures, employment-related legislation, health and safety regulations.
- Provides confidential support to staff regarding personal needs/development and refers staff to appropriate services including EFAP if required. Is the EFAP agency lead.
- Oversees the implementation of all HR Strategic initiatives in accordance with the HR Strategic Plan.

In consultation with the VP HRI, provide labour relations support and expertise including participation on ONA Labour Management committee, grievance resolution, collective agreement negotiations:

- Interprets collective agreement for staff and supervisors/managers/Vice Presidents/MOH
- Consults, advises and ensures consistent application of the Collective Agreement
- Actively participates on ONA Labour Management committee, including attending regular meetings and providing advice to managers and Vice Presidents/MOH.
- Is the first point of contact for ONA issues.
- Provides employment relations and internal Manager required training to Management.
- Participates in grievance resolution.
- Prepares for and participates in collective agreement negotiations when requested or required.
- Proposes alternative action based on particular circumstances to attempt to provide consistency which may vary with past practice or policy.

Act as Health and Safety and WSIB Lead for the Agency:

- As a Certified Member provides leadership and acts as the H+S lead for the Health Unit and a resource to the Health & Safety Committee.
- Ensures compliance with Occupational Health & Safety/WSIB legislation. Is required to become a Certified member under the OH+S Act.
- Oversee and coordinate all WSIB required activities including reporting and return to work programs.
- Oversees, sick leave, STD, LTD and Attendance Management programs.
- Responsible and the lead contact for all Ministry of Labour issues including the lead for Harassment investigations, resolution, documentation reporting and follow-up.
- Assists all employees with their Ergonomic issues.
- Creates, monitors and reports adherence to agency required employment vaccinations.

Provide expertise and support in compensation program strategies and implementation, including job design/analysis, position descriptions, salary planning, participation in job evaluation, pay equity:

- Provides input and advice to the Agency regarding best compensation practices, including strategies, implementation and employee communication.
- Assists managers/Vice Presidents/MOH with salary planning; provides input and advice regarding internal pay equity and external market data.
- Consults and advises supervisors/managers, Vice Presidents/MOH on compensation matters and issues including starting salaries, salary adjustments.
- Receives requests for reclassification of existing Position Descriptions and reviews suggested changes; ensures appropriate approvals before Position Descriptions are revised; arranges for job evaluation and approval of salary band.
- Lead for all job evaluations and the Job Evaluation Committees
- Ensures ongoing internal equity; maintains Pay Equity Plans as the Pay Equity lead.

Oversee and act as a resource for Agency performance management program, including performance improvement plans, corrective / disciplinary actions.

- Assists supervisors/managers and Vice Presidents/MOH with the performance review process including, completion of Performance Evaluation Reports (PER), effective coaching techniques, training, and performance improvement plans (PIP)
- Reviews and follow-ups on completed Performance Evaluation Reports (PER); ensures appropriate action is taken in terms of improved performance outcomes.
- Provides input and advice regarding disciplinary/termination actions and ensures fair and consistent application of agency policy/procedures and compliance with employment legislation,
- Assists in developing appropriate strategies to implement employment solutions and resolve issues.
- Consults with supervisors/ managers, Vice Presidents and MOH as required around areas of performance management, discipline, accommodation, compensation, and other employment-related issues.

Oversee Agency training programs including succession planning, and coordinate employee training initiatives:

- Consults with supervisors/ managers, Vice President and MOH regarding training needs.
- Researches and recommends appropriate training solutions for the Agency, employees, management and individual employees.
- Monitors effectiveness of training
- Assists supervisors/managers, Vice Presidents/MOH with training plans for employees and succession planning.
- Provides input, advice and assistance with employee career plans.
- Participates in the annual Staff Education Day Committee and is the lead in all General Employee orientations.
- Oversees employee orientations and onboarding programs.

Coordinate the HR related components of the AODA:

- Design, coordinate, train and implement the employee related components of Ontario's AODA

Develop strategies for HR best practices, continuous improvement and long-term efficiencies: Establish & maintain HR policies & practices that align with the Agency's mission statement and strategic direction, and comply with current legislation:

- Researches and recommends HR strategies (e.g., employment strategies, compensation strategies, training solutions/strategies?), including programs, processes and procedures, which support continuous improvement and HR best practices for the Agency
- Reviews, develops and recommends Agency policies for HR and legislative compliance and link with Agency 's goals and objectives and strategic direction.
- Ensures Agency HR policies and procedures are up to date.
- Ensures the development of and monitors the annual operational plan for HR including resource allocation for program implementation.

Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster.

Demonstrates leadership in redeployment and re-assignment as required for a public health response.

Management has the right to change position requirements from time to time as Agency conditions dictate. This position description Addendum is an overview of the general requirements normally associated with the position; therefore, is not inclusive of all of the duties and responsibilities required or associated with this position. Accordingly, management reserves the right to add/change the position requirements from time to time as Agency conditions dictate.

RESPONSIBILITY FOR RESOURCES:

Staff: Provides HR advice and guidance to MOH, VP's, managers, supervisors, staff; involved in HR planning and development and implementation of human resources management strategies. Provides supervision to Human Resources staff including assignment of work.

Financial: Provides input into the health unit compensation package including setting of salary levels. participates in the collective bargaining process when required. Involved in HR Operational Planning and HR budget preparation.

Information: Provides salary analyses and projections, health & safety incident reports, employment vaccination reports, WSIB incidents and staff monitoring, long term rehabilitation, interpretation and advice regarding health unit HR policies/procedures, employment legislation. Continually deals with confidential information.

Materials & Equipment: Related to job function e.g. in conjunction with facilities assist when required in handling employee access cards for building access issues (security).

WORKING CONDITIONS SPECIFIC TO POSTION:

Required to be on the afterhours on-call roster for Facilities and Infrastructure through a rotating shared assignment scheduled with the other HR and Infrastructure Managers. As a manager an on-call allowance is already included in the on-call compensation.

I have read the Position Description Addendum and understand the duties and responsibilities as assigned which are in addition to the generic Program Manager Position Description.

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

VICE PRESIDENT'S SIGNATURE: _____ **DATE:** _____

Vice President, Human Resources and Infrastructure Department

POSITION HISTORY: Aug 29/23 – Minor revisions were made to the Human Resources Manager Position Description Addendum prior to posting.