

**Internal  / External   
23-56**

<b>Position:</b>	<b>HUMAN RESOURCES MANAGER</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	FULL-TIME	MANAGEMENT	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	HUMAN RESOURCES & INFRASTRUCTURE		<b>Program:</b>	HUMAN RESOURCES
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	OCTOBER 30, 2023
<b>Salary Range:</b>	\$65.03 – \$72.89 HOURLY		<b>Posting Date:</b>	SEPTEMBER 6, 2023
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Purpose of Position:</b>				
<p>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 Medical Officer of Health. 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 &amp; KRONOS time and attendance; Harassment claims/investigations; MOL issues; Equity, Diversity and Inclusion; Attendance Management and HR policies.</p> <p>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.</p>				
<b>Responsibilities:</b>				
<p>For a complete overview of the Human Resources Manager responsibilities please view our <a href="#">Human Resources Manager position description addendum</a> and the <a href="#">Program Manager position description</a> on the career section of our website.</p>				
<b>Specific knowledge, skills, abilities:</b>				
<ul style="list-style-type: none"> <li>• Demonstrated knowledge and experience in both developing and implementing a human resources management strategy.</li> <li>• 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 &amp; Safety and Collective Agreement administration.</li> <li>• Demonstrated working knowledge of health and safety; WSIB; job analysis; job evaluation; position descriptions; Pay Equity; Return to Work initiatives; employee recognition programs; sick</li> </ul>				

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.

**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.

**Deadline: 4:00 pm, TUESDAY, SEPTEMBER 19, 2023**

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #23-56 in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*