

**POSITION:** Director of Human Resources

**DEPARTMENT:** Administration

**LOCATION(S):** 661 Main Street

**SALARY RANGE:** \$70,000- \$75,000

The Director of Human Resources has overall responsibility for the functioning of Main Street Projects (MSP) Human Resources (HR) Department. The Manager provides HR advice and support to the management team and maintains efficient and effective HR policies, procedures and practices in accordance with HR best practices, applicable labour and employment laws and regulations and union and employment contracts. The Manager provides training and coaching to managers as needed and offers leadership development opportunities for staff.

### **Position Description**

#### **1. Human Resource Management & Labour Relations**

- Maintain all competencies required for the position through continuing education, training or other means and function at all times within their scope of practice
- Provide advice, guidance, consultation, feedback and decision support to MSP managers related to all aspects of human resource management in accordance with professional standards, union and employment contracts, legal requirements and MSP values, philosophies, policies and practices
- Participate directly in discussions with staff and/or union representatives as appropriate
- Assist in the assessment of manager competencies and provide training and coaching as required; facilitate and lead a community of HR practice for MSP managers
- Establish and maintain effective policies, procedures, documentation and practices for recruitment, hiring, onboarding, management and development of all staff at MSP
- Manage Workers' Compensation Board and long-term disability claims, employee leaves of absence, return to work plans and requests for accommodation
- Provide interpretation of, and ensure compliance with, collective agreements and applicable employment and labour laws
- Assist the Executive Director with labour relations matters, including the negotiation of the collective agreement(s)
- Coordinate and support employee relations for MSP

#### **2. Responsibility for Human Resources Department**

- Establish and maintain efficient and timely HR processes and services
- Ensure that managers have access to statistics and other information they require to manage their staff/teams
- Maintain confidential employee files in accordance with MSP policies
- Provide assistance in the preparation of letters and other documentation for hiring and management of staff
- Track HR management decisions to support fairness and consistency

#### **3. Quality, Risk & Innovation**

- Assess and develop plans to eliminate/mitigate key risks in HR management
- Take a lead role in the development, implementation and evaluation of the Workplace Safety Program
- Forecast retirements and other factors affecting recruitment and retention of staff and develop succession plans as appropriate

- Maintain productivity and document department activities, statistics and key performance indicators as required by MSP
- Report incidents, near misses and other areas of potential risk and take active steps to mitigate the risk and learn from these situations. RL6 knowledge and experience and asset
- Develop and implement an annual quality plan for HR
- Identify gaps in HR services and opportunities for better meeting the needs of managers and staff
- Act at all times in accordance with MSP mission, vision, values and philosophies and maintain compliance with all applicable standards, legal requirements and MSP policies
- Manage all MSP investigations and corresponding responses to incidents in the workplace

The Director of Human Resources assumes other responsibilities as assigned by the Executive Director.

## **Qualifications**

### Education

Bachelors' Degree that includes coursework in HR Management; or Certificate in Human Resource Management; Certified Human Resource Management (CHRP) designation preferred  
Certified training in conflict resolution and/or mediation

### Skills, Expertise and Experience

- Minimum of three (5) years progressive work experience at an HR generalist level or above, in a unionized environment
- Minimum of two (2) years' experience providing leadership in HR services and supervising HR staff
- Proven expertise and experience in employee discipline, handling of union grievances/employee complaints and investigations, disability management/return to work and accommodation
- Demonstrated understanding of effective and efficient HR practices from recruitment and throughout the tenure of the employee
- Experience managing and negotiation collective bargaining agreements

### Critical Skills

Proven knowledge and ability in critical thinking, decision-making, problem-solving, risk management and conflict resolution skills

### Focus on Results

Demonstrated ability to prioritize and focus work-related activities to effectively and efficiently achieve goals and produce expected results/outcomes

### Alignment with Organizational Values

Commitment to the principles that guide Main Street Project, as reflected in the history, vision, mission and values

### Commitment to Truth and Reconciliation

Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families

Interdisciplinary Team, Collaboration

Proven ability to work within an interdisciplinary work environment with respect, professionalism, cooperation, sensitivity and cultural awareness

MSP Philosophies

Strong knowledge, commitment and demonstrated ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, anti-oppression, harm reduction, trauma-informed and community development principles in all aspects of the work.

Communication

Excellent verbal and written communication skills, including presentation skills and proficiency in the use of computer systems

**APPLICATION PROCESS:**

**When emailing your application, be sure to indicate the correct position information in the subject line when applying:**

Submit required documentation to	<a href="mailto:jmahmood@mainstreetproject.ca">jmahmood@mainstreetproject.ca</a>
Required Documentation	Resume, Cover Letter & Education Credentials & Certifications
Closing Date	May 7, 2021 @ 4:00pm
Subject Line	<b>Director of Human Resources</b>