

Position Title: Manager, Human Resources (Copernicus Lodge)

Position summary:

Reporting to the Chief Executive Officer the Manager, Human Resources (HR) is a member of the Copernicus Leadership Team, and is responsible for creating and maintaining an HR strategy and associated programs and initiatives to maintain an engaged and productive workforce at Copernicus Lodge. The Manager, Human Resources is an integral partner in creating and leading HR strategy for the organization and provides operational leadership for HR programs, operations, labour relations organizational wellness that support the business objectives and goals for the 24/7 healthcare continuum of care for seniors.

Responsibilities:

Employee & Labour Relations

- Provides support and guidance on employee relations and labour relations matters arising from the administration, interpretation and communication of Collective Agreement (CA), policies, relevant legislation (e.g., Employment Standard Act, Ontario Human Rights Code) and associated risk, utilizing expert knowledge to determine when to escalate matters;
- Coach leaders on performance management, attendance management, and progressive discipline;
- Provides support to managers and leaders on investigations, employee progressive discipline and terminations matters;
- Work with leadership of the Lodge to ensure all human resources policies, programs and practices are in compliance with applicable labour legislation, ESA, HR codes, OHSA;
- Support the organization to have a robust and consistent approach to employee absence management that is based on a strong foundation of policy and procedure as well as a formal Attendance Support Program all of which will promote employee attendance at work while being in compliance with the Collective Agreement and the Ontario Human Rights Code;

Recruitment & Selection

- Develop and manage a recruitment strategy that supports the Lodge's ability to meet its talent requirement needs that takes into consideration the entire life cycle of recruitment from employer branding through to orientation and onboarding;
- Implement candidate attraction strategies based on organizational need that draw from a variety of sourcing tactics, including talent networks, immigration and community centers, student recruitment while creating cost savings;
- Support the development of the annual recruitment plan and budget for approval based on anticipated talent needs;
- Participate in all recruitment processes including sourcing, interviewing, hiring, reference checking and onboarding for candidates at all levels;

Human Resources Consultation

- Partner with management to create and implement performance development programs and procedures based on goals to improve staff performance and resident care outcomes;

- Lead the annual performance management processes in the Lodge including monitoring performance results and goal setting to ensure completion by all staff at all levels;
- Support managers to cultivate and maintain a positive and inclusive working environment that promotes employee retention and high levels of performance;

Engagement, Recognition & Well-Being

- Ensures that the organization has a strong occupational health and safety Internal Responsibility System that promotes a strong workplace safety culture at all levels.
- Implement procedures necessary to ensure that the home is compliant with all health & safety regulations and legislation;
- Supports management and reporting of WSIB claims and issues;
- Lead employee engagement and recognition program planning and events;
- Proactively identify wellness needs based on the health opportunities and organizational pressures impacting employees and design and implement employee wellness programming to respond to these needs.

Required Qualifications:

- Post-secondary degree in business/human resources or an acceptable combination of education and experience;
- Minimum 5 years' experience in human resources, with 2 years in a management role;
- Able to lead and manage effectively in a large, multi-system, matrixed, fluid, and fast-paced environment;
- Human Resource designation i.e. CHRP or CHRL;
- Demonstrated ability to conduct data analysis (cost/benefit), interpret information, resolve complex issues and prepare recommendations and proposals that support business objectives;
- Expert knowledge of Microsoft Excel including advanced working knowledge of creating and managing complex spreadsheets and/or technical programs such as enterprise wide HRIS;
- Excellent communication skills to enable collaboration with all levels of the organization and relevant external stakeholders, along with the ability to synthesize technical material into easily understood language.
- Knowledge of long-term care home act and regulations;
- Strong organizational skills with the ability to multitask and prioritize work, and meet deadlines with attention to detail and accuracy in a fast-paced environment;
- Ability to maintain a high level of confidentiality in the workplace;
- Experience in the not-for-profit health/public sector preferred
- Ability to speak and understand Polish is an asset; willingness to learn and embrace the Polish language and culture preferred;
- Must be willing to work flexible hours to meet the needs of a 24 x 7 operation;
- Must be willing to work some variable hours to attend some organizational events