



Job posting: Human Resources Specialist and Partner

Department: Human Resources

Location: 202-128A Sterling Road, Toronto, M6R 2B7

Permanent Part-Time Position (28 hours per week)

January 18, 2016

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community-building and working with partners to strengthen the sector.

The Human Resources Partner and Specialist will provide a wide range of services related to human resources including: HR strategies and policies; legal compliance; recruitment, on-boarding and off-boarding; compensation and benefits; personnel related HRIS systems; labour relations; employee relations; training and development; and HR Office administrative tasks. This position reports to the Executive Director, is a member of the Leadership Team and supervises the HRIS Administrator. Acting as a trusted advisor, the Human Resources Partner and Specialist will work collaboratively with directors, managers, union representatives and other staff across the organization.

RESPONSIBILITIES:

- Support and empower management in the development and leadership of overarching HR strategy.
- Participate on the Leadership Team and attend Strategy Team meetings as needed.
- Remain current in legislation and best practice. Ensure agency policies and procedures are consistent with employment standards, human rights, occupational health and safety, pay equity and worker's compensation.
- Provide advice, support and coaching to management on a variety of employee relations topics including: interpretation of policies and procedures, ensuring consistent application across the organization; performance management; and on handling a variety of issues including complaints, mediations, investigations, grievances, discipline and terminations.
- Provide advice, support and coaching to management on a variety of labour relations topics including: interpretation of the Collective Agreement, ensuring consistent application across the organization; manage grievance / arbitration / litigation files and related time-lines; participate on Union Management Committees as required; support the collective bargaining process; and with support from Payroll Benefits Pension Administrator provide seniority list and other related data.
- Coach, skill-share and identify HR training and development needs with management; co-ordinate training and development budget and reports as needed.
- Partner with management on recruitment processes ensuring consistency with agency policies, procedures and the Collective Agreement; approve employment offer letters and/or contracts; produce templates (such as: job descriptions; job postings; interview packages; reference check forms); and provide additional support as needed (develop criteria/qualifications list; handling internal applications etc.).

- Supervise HRIS Administrator, providing back-up and support to position as needed (including inputs, updates and administration of the HR modules of the HRIS).
- Advise, coach and partner with management on orientation, on-boarding and off-boarding processes; provide templates and tools.
- Administer compensation and job evaluation systems.
- Hands-on with various HR Office administrative tasks including: development and maintenance of effective HR service offerings and tools; distributing pertinent information; providing reports as needed; proactively develop filing systems and maintains up-to-date personnel and HR files.
- In partnership with the Executive Director's Office coordinate cross-functional 'HR Round Table': organize meetings, develop agendas and follow-through on actions.
- Address issues in a timely manner.
- Perform other duties as needed.

QUALIFICATIONS:

- A post graduate degree or equivalent combination of education and experience in human resources or a field related to human resources, and a commitment to life-long-learning.
- Knowledge of HR concepts, policies, practices, employment and workplace-related legislation.
- A minimum of five years of progressive HR experience with a focus on the full spectrum of HR.
- Strong knowledge of managing in both a unionized and non-unionized environment.
- Demonstrated experience in administering labour contracts, conducting investigations, resolving grievances and preparing for mediations.
- Demonstrated experience coaching, mentoring, influencing, partnering and collaborating.
- Proven conflict resolution skills and comfort initiating and conducting difficult conversations.
- Ability to solve problems and recommend creative solutions to complex situations (including those that are new).
- Strong initiative, judgment, discretion, self-motivation along with excellent time-management, multi-tasking and organizational skills.
- Demonstrated ability to work in a team and independently.
- Strong written skills, ability to write policy and turn written copy around quickly.
- Excellent listening and verbal communication skills.
- Knowledge of human resources information systems, ability to supervise HRIS Administrator, and ability to write reports.
- Facility with data analysis techniques and MS Excel and proficiency with MS Word and PowerPoint.
- Comfortable in a values-driven, not-for-profit environment and demonstrated commitment to principles of social justice, equity and inclusion.
- Satisfactory criminal reference check with Vulnerable Sector Search completed within the past 12 months.

DEADLINE TO APPLY:

February 10, 2017, 5.00 pm.

Interested applicants are invited to submit a letter of application and resume. **Please quote HR #3-17**

By mail: hrdep@familyserVICetoronto.org

OR by mail:

Human Resource Services

Family Service Toronto

202-128A Sterling Road

Toronto, ON M6R 2B7

<http://www.familyserVICetoronto.org>

We actively encourage applicants from all equity seeking groups. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005 and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview. No phone calls please.