

Human Resources Manager

Reporting to the Director, Human Resources, the Human Resources Manager is a member of the Copernicus Leadership Team and is responsible for managing the day-to-day initiatives of the HR department to maintain an engaged and productive workforce at Copernicus Lodge. The Human Resources Manager 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.

Key Role Duties:

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.
- Coaches leaders on performance management, attendance management, and progressive discipline.
- Provides support to managers and leaders on investigations, employee progressive discipline and terminations matters.
- Works with leadership of the Lodge to ensure all human resources policies, programs and practices follow applicable labour legislation, ESA, HR codes, OHSA.
- Supports 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 following the Collective Agreement and the Ontario Human Rights Code.

Recruitment & Selection

- Manages 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.
- Implements candidate attraction strategies based on organizational needs that draw from a variety of sourcing tactics, including talent networks, immigration and community centers, student recruitment while creating cost savings.
- Supports the development of the annual recruitment plan and budget for approval based on anticipated talent needs.
- Participates in all recruitment processes including sourcing, interviewing, hiring, reference checking and onboarding for candidates at all levels.

Human Resources Consultation

- Assists management to create and implement performance development programs and procedures based on goals to improve staff performance and resident care outcomes.
- Leads the annual performance management processes in the Lodge including monitoring performance results and goal setting to ensure completion by all staff at all levels.
- Supports 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.
- Lead role in the Joint Occupational Health and Safety Committee planning and documentation; implement procedures necessary to ensure that the home is compliant with all health & safety regulations and legislation.
- Supports management with reporting of WSIB claims and issues; and manage occupational and non-occupational disability cases
- Lead employee engagement and recognition program planning and events.
- Proactively identifies wellness needs based on the health opportunities and organizational pressures impacting employees and design and implement employee wellness programming to respond to these needs.

Qualifications

- Post-secondary degree in 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, fluid, and fast-paced environment.
- Human Resources designation i.e. CHRP or CHRL preferred;
- Advanced 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.
- Knowledge of *Fixing Long-Term Care Act 2021* 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 a strong 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

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- Proof of Covid-19 Full Immunization
- TB Skin Testing;
- Covid-19 Testing.

Please submit your cover letter and resume to Human Resources of Copernicus Lodge via email to resumes@copernicuslodge.com .

Only those candidates selected for an interview will be contacted. If you have any accessibility requirements, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Job type: Permanent Full-Time