

## Join our Dynamic Team as Manager of Human Resources

**Location:** Elliot Lake, Ontario

**Salary:** \$85,878.00 - \$105,709.50

St. Joseph's General Hospital Elliot Lake (SJGHLEL) is a Centre of Excellence and was founded on the rich history and legacy of the Sisters of St. Joseph, who built and administered the Hospital. SJGHLEL is a 55-bed hospital with three satellite sites. It is the largest corporation in 3.5-hour corridor between Sault Ste. Marie and Sudbury, Ontario that provides; Obstetrical Services, Intensive Care, Surgical Services, Specialist Clinics, Addiction Treatment Services, CT Scanning, Dialysis Services, and Inpatient/Outpatient Diabetes Education and Care. We also provide the largest Satellite Oncology Program with over 500 visits annually.

Are you ready to elevate your HR career to new heights? SJGHLEL is seeking a **Manager of Human Resources** to spearhead our dynamic leadership team. If you are presently a junior HR generalist or part of a small organization's HR team, this opportunity is perfectly suited to your expertise and aspirations. As our Manager of Human Resources, you will be at the forefront of driving positive change and innovation within our organization. Recently updated, the job description is currently in draft form, undergoing review. Evaluation of the role will be conducted after one year. Reporting directly to the Vice President, Chief Human Resources Officer (VP, CHRO), you will be positioned to actively contribute and support key decision-making initiatives within our organization.

**Diverse Responsibilities** – From advisory and coaching to resource management and leadership of a small HR team, every day will present new challenges and opportunities for growth.

**Impactful Strategies:** You will play a pivotal role in developing and implementing strategies that not only address the needs of our people and organization but also directly impact the lives of our valued employees, bringing about tangible and meaningful change.

**Empowerment:** Your role isn't only about managing tasks; it is about empowering people leaders throughout the organization to foster a highly engaged workplace.

**Room for Growth:** With evaluation of the role conducted after one year, there is ample opportunity for growth and advancement within our organization

We are seeking someone with a passion for HR and a drive to make a difference. The ideal candidate will possess:

- A post-secondary degree/diploma in Business Administration, Human Resources Management, Industrial Relations, or a related field
- Certification as a Certified Human Resources Leader (CHRL) or Certified Human Resources Professional (CHRP), along with membership to HRPA
- Three (3) years of experience working in an HR department within a multi-union organization, preferably in a health care environment
- Minimum of two (2) years' experience working in a leadership role.

If you are ready to take your HR career to the next level and be part of something truly special, apply now. Join us in our mission to create a workplace where every employee feels valued, empowered, and inspired to excel. Apply directly on the SJGHLEL Careers Website at <https://sighel.ca/about/working-here/current-openings/>. The posting will remain active until April 10, 2024; however, the search committee will begin screening candidates April 3, 2024.

We offer competitive salary and vacation, extended health and dental benefits, and a pension plan through HOOPP.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Manager, Human Resources	<b>DATE PREPARED:</b>	December 21, 2023
<b>DEPARTMENT:</b>	Human Resources	<b>DATE REVISED:</b>	January 17, 2024
<b>PROGRAM:</b>		<b>LOCATION:</b>	SJGHEL
<b>AFFILIATION:</b>	Management	<b>PAYBAND:</b>	Grade G

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### **KEY FUNCTION:**

This is a diverse generalist role that has various responsibilities; advisor, coach, resource, and a people leader to a small Human Resources (HR) and Employee and Labour Relations team. Working in close collaboration with the leadership team to develop and implement strategies that support people and organizational needs as well as the implementation of the HR operational plan. The role influences people leaders in the organization and equips them to lead their teams to foster a highly engaged workplace. The manager is responsible for HR team, Staffing, Quality of Work Life and French Language Services.

### **REPORTING:**

Under the general direction of the Chief Human Resources Officer (CHRO)

### **DUTIES:**

1. Actively engaged in the development, execution, and maintenance of a health human resource system from point of hire to exit interviews.
2. Develop and oversee SJGHEL's recruitment and selection processes to ensure compliance with all organizational policies, legislation, and contractual obligations.
3. Oversee staffing operations for clinical areas, ensuring adequate coverage and appropriate skill mix to meet patient care needs as well as adherence to collective agreements and regulatory requirements.
4. Administer and provide input with respect to the job evaluation, wage and salary management process, incentive program and employee benefit programs.
5. Manage the development and maintenance of all employment related offer letters, contracts (management, physician, and executive), secondment agreements and return of service agreements.
6. Develop and maintain in accordance with best practices and the environment a Recruitment and Selection Framework (e.g. activities and material) for non-union, unionized and management positions, including interview and selection criteria (e.g. pre-screening and interview tools, candidate testing and references/credentialing checks)
7. Oversee the full-cycle recruitment process for all management level positions.
8. Manage external contracts related to recruitment (e.g. staffing agencies, recruitment agencies, SJGHEL's executive coach).
9. Oversee all government and internal funding related recruitment Programs/Grants (e.g. New Grad Guarantee (NGG)) and the development and maintenance of internal incentives
10. Provide guidance to the management team on the interpretation of the Collective Bargaining Agreements (CBA) and play a key role in resolving employee grievances and ensuring compliance with contractual timelines.
11. Play a key role in the negotiation activities by researching, collecting, and comparing appropriate data (competitor data, historical data etc.) and by liaising with the leadership team and key management members in developing a strategy to execute the established mandate.
12. Participate in local and central bargaining mediation and arbitration, acting as spokesperson and acting as lead when applicable
13. Lead the development, administration, monitoring and ensuring compliance of programs (such as probation reviews, performance management, employee general orientation, and mandatory education). Provide coaching and managerial support on labour and foundational HR relations as appropriate.
14. Develop and implement new employee general orientation.

## JOB DESCRIPTION

15. Maintain current knowledge of best practices and benchmarks for the delivery of high standard human resources services
16. Develop, manage, monitor, and review financial performance of the department as well as system level programs – such as benefit plans etc.
17. Adhere to Occupational Health & Safety responsibilities under the Occupational Health and Safety Act
18. Represent the department or program on various committees and in meetings as required.
19. Assume other duties as may be assigned

### **QUALIFICATIONS**

#### **EDUCATION AND TRAINING:**

1. Post secondary degree/diploma in Business Administration/Human Resources Management, Industrial Relations or a related field is preferred
2. Current Designation as a Certified Human Resources Leaders (CHRL) or Certified Human Resources Professional (CHRP) and membership to HRPA is required or equivalent combination of post-secondary education, training and experience may be considered.

#### **EXPERIENCE:**

1. Three (3) to five (5) years' experience working in an HR department within a multi-union organization, preferably in a health care environment.
2. Minimum two (2) years' experience working in a leadership role is preferred
3. Experience in use and maintenance of Human Resources Information Systems and Payroll systems is preferred
4. Experience in the use and maintenance of Meditech system preferred

#### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of, and willingness to support SJGHEL's Mission, Vision & Values of Compassion, Humility and Harmony, Respect, Integrity, Social Responsibility and The Sacredness of Life
2. Demonstrated ability to interpret legislation and employment law.
3. Demonstrated superior time management, prioritization, organization, critical thinking, negotiation, and problem-solving skills.
4. Demonstrated knowledge of grievance and arbitration procedures, arbitral jurisprudence, collective bargaining, employment related legislation, and HR theories/techniques.
5. Demonstrated ability to develop and implement creative solutions to complex problems.
6. Demonstrated knowledge of theory and contemporary recruitment and selection strategies and alternatives.
7. Demonstrated ability to analyze data and convert it into useful information for decision-making.
8. Demonstrated ability to effectively map-out existing processes and analyze their effectiveness.
9. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
10. Ability to use tact and discretion in dealing with all stakeholders.
11. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
12. Demonstrated superior interpersonal and communication skills, both written and oral

#### **OTHER:**

Bilingualism is an asset