

Manager of Human Resources and Administration

Reporting to the Chief Operating Officer, the Manager of Human Resources and Administration is responsible for the overall planning and management of Human Resources functions including, employee and labour relations, recruitment and selection, training and development, performance management, and development and administration of policies. The Manager of Human Resources and Administration provides strategic advice, conflict resolution, and co-ordination of a range of day-to-day HR issues that requires judgement and tactical decision-making. In addition, this role oversees and supports the general administrative support team.

The Manager of Human Resources and Administration is required to perform their duties in a manner consistent with the Mission, Vision and Values of all Tri-Alliance agencies and to create a safe and supportive work environment.

RESPONSIBILITIES:

- Lead the Human Resources department, ensuring the delivery of high-quality services across employee and labour relations, recruitment and selection, performance management, staff development, and more.
- Develop and implement HR strategies and initiatives that align with the overall business strategy and promote organizational values.
- Provide leadership for fostering change within the agencies with an emphasis on living the values and the integration of best human resources management and organizational development practices.
- Assist, provide input and advice in the development of the strategic and operational plans.
- Provide leadership in regards to labour relations including, grievance management, interpretation, application, and administration of the collective agreement and collective bargaining.
- Ensure agency compliance and adherence to applicable employment legislation, including employment standards, labour relations act, human rights code, workplace safety and insurance, and the occupational health and safety act.
- Establish and maintain strong relationships with union representatives, all managers and other stakeholders.
- Develop and manage effective and creative recruitment, selection and retention programs and tools that assist in the recruitment and hiring process.
- Assist with the development of content for promotional and recruitment materials.

QUALIFICATIONS:

- Post-secondary degree or diploma specializing in Human Resources, Business Administration or equivalent CHRP or CHRL designation or near completion preferred
- A minimum of 5-7 years of progressive Human Resources generalist experience with strong problem solving and decision-making skills
- Must have strong, demonstrated labour relations expertise and working knowledge of legislation governing employment
- Strong organizational development and change management skills, particularly in the areas of quality service, staff development, and continuous quality improvement
- Well-developed conceptual, analytical and negotiating skills
- Effective communication and leadership skills with the ability to build and maintain effective relationships across the organization

Location: This position will support all Tri-Alliance agencies requiring regular travel between Owen Sound, Walkerton and Wiarton.

Please submit cover letter and resume to jobs@trialliance.ca quoting: **Manager of HR & Admin – Posting #2024-170** in the subject line. We would like to this opportunity to thank all applicants; however only those selected for an interview will be contacted.

Tri-Alliance Shared Services Organization is an equal opportunity employer committed to an inclusive, barrier free recruitment and selection process. Applicants are encouraged to advise in advance if accommodation is required.