



VACANCY

**Permanent Full – Time
Director
Human Resources**

This position reports to the President and CEO and provides strategic and operational leadership in Human Resources. The Human Resources portfolio includes recruitment, labour relations, staffing, education, student services, occupational health, safety and wellness, disability management, compensation and payroll services. Fundamental to the role is developing a customer focused approach that will foster a proactive, consultative relationship with Managers, Directors, Unions and staff.

Key responsibilities of the Director role include but are not limited to the following:

- Support management by providing human resources support and recommendations.
- Support all staff by providing excellence in human resource services
- Participate in Management and Director Meetings and provide Senior Leadership team with regular updates to ensure consistent alignment of strategy and effective communication.
- Use quality tools to make process improvements that will enhance effectiveness and efficiency in all areas of the HR portfolio
- Engage HR team, and its clients in process improvements relating to recruitment, onboarding and return to work efforts.
- In collaboration with program management, develop and maintain a talent management plan for the organization that identifies resource requirements, key milestones, and timelines.
- Support the HR team with the Hospital Information System (HIS) upgrade which will include understanding the new capabilities of the Meditech Expanse system, identifying opportunities to streamline processes, find efficiencies and enhance client service.
- Support the staffing office as they transition to centralized staffing function for the organization from a program specific staffing support.
- Develop return to work strategies and implement supportive processes to return staff to work in accommodated roles.
- Provide oversight, advice, and guidance to the Labour Relations Specialists with respect to Collective Agreements and legislation to ensure consistency in understanding and messaging to Managers, Directors, and Staff.
- Provide guidance to Health and Safety Specialists in developing and executing staff safety programs
- Work closely with the Labour Relations team to enhance case preparations using standard operating procedures for the grievance process in order to represent NBRHC effectively.
- Ensure compliance with relevant legislation, regulation and standards.
- Develop human resource financial strategies through forecasting, anticipating requirements, trends and variances and conducting benchmarking.

The successful candidate will possess a continuous improvement philosophy, demonstrate an ability to establish effective relationships (internally and externally), utilize a participatory management style that promotes involvement and values the contributions of all staff, as well as delivers on results.

Qualifications include:

- Undergraduate Degree in Human Resources, Law, Industrial Relations, Business or Public Management or a related field of study, an applicable or related Master's degree is preferred
- Minimum of 5 years progressive leadership experience in Human Resources, Labour Relations Management and Health, Safety and Wellness
- Human Resources Professional Designation – Certified Human Resources Professional or Leader (CHRP or CHRL) required
- Understanding and/or previous experience with continuous quality improvement
- Extensive knowledge and experience in pay equity (internal and external) and pay equality
- Superior analytical, organizational and managerial skills within a diverse unionized work environment
- Demonstrated experience leading effective teams and developing trust and credibility
- Superior skills in labour relations, negotiation, conflict resolution and building collaboration specifically with CUPE, ONA and OPSEU Bargaining Units
- Managerial courage with proven ability to lead by focusing on outcomes and positive behaviours
- Superior communication, listening, interpersonal and presentation skills with demonstrated ability to consult widely and fairly in the identification of issues, opportunities and effective solutions
- Comprehensive knowledge of applicable legislation and its application in a Hospital setting (e.g. ESA, Ontario Labour Relations Act, Human Rights Code, OHSA of Ontario, WSIB, Public Hospital Act, etc.)
- Excellent computer literacy and demonstrated experience with Microsoft Suite
- Strong project management and time management skills
- Ability to contribute to a culture of safety and prevention of adverse health events in the organization
- Bilingualism (Advanced level English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a Requirement.

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting
File NU C-18-055 to:

Human Resources

50 College Drive
P.O. Box 2500
North Bay, ON P1B 5A4

Email: careers@nbrhc.on.ca Fax: (705) 495-7977

We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.