



JOB DESCRIPTION

Title: Director of Human Resources

Status: Full Time

Responsible to: Executive Director

Purpose:

To provide leadership to the organization related to the Human Resources activities of the organization.

To ensure the effective operation of the Human Resources department within approved budgets and provide overall direction related to department in alignment with the organization's mission, vision, values and strategic priorities as set by the Board of Directors and Executive Director.

DUTIES:

Overall Financial Direction and Oversight

1. Ensure the effective, efficient operation of the Human Resources department within the general policies and guidelines of Wesley Urban Ministries;
2. Provide oversight and leadership to the Executive Director and the organization related to Human Resources matters ;
3. Provide staff support to the Personnel Committee.
4. Ensure all relevant legislation, regulations and guidelines are met;
5. Manage and oversee employees in the Human Resources area;
6. Implement and communicate organizational plans, policies, procedures, and decisions of Wesley Board of Directors and the Leadership Team and in accordance with the collective agreement where applicable;

Program Planning, Development and Evaluation

7. Prepare, update, implement and communicate human resources plans,

policies and procedures in accordance with the collective agreement and decisions of Wesley Board of Directors and Leadership Team.

8. In conjunction with Program Directors actively participate in labour relations including handling the grievance process and representation on the EE/ER committee.
9. Prepare for and participate as the lead spokesperson in the collective bargaining process.
10. In conjunction with department heads, counsel on and issue discipline as required.
11. Recording, documenting and managing all Human Resources (personnel) files including WSIB reports, group benefits, special assignments, leaves of absence, training, letters of hire, letters of discipline, dismissal etc.
12. Lead performance management process, including performance assessment, progressive discipline, review of probationary period, identifying training needs, ensuring necessary training is implemented etc.
13. Support and monitor the succession plans in each functional area.
14. Provide ongoing support to Program Directors,
15. Participate on Health and Safety Committee as co-chair and certified member and ensure timely management response to all issues raised.
16. Participate in annual planning process with Leadership Team and Board of Directors.
17. Prepare annual salary recommendation for non union staff.
18. Build rapport with all staff members in order to be familiar and knowledgeable about every employee.
19. In conjunction with the Executive Director plan and organize All Staff Communications meeting and Staff Recognition events.
20. In conjunction with the organization's Employee Communication's mandate, prepare and update on an annual basis a schedule of meetings and events.
21. Acts in the capacity of Organization's Privacy Officer.

Budgets, Finance and Funding

22. Develop program and budget recommendations with supporting funding plans as part of the annual planning cycle;
23. Control purchasing and expenses, and monitor approved budget to meet program and financial goals;
24. Assist Executive Director and Program Directors in the preparation of funding submissions.
25. Provide accurate and timely reports as required;

Human Resources

26. Provide staff orientation, supervision and on-going development;
27. Ensure the keeping of accurate records and support the management of all personal information in compliance with privacy legislation and Wesley policies;
28. Provide regular individual supervision to direct reports and conduct annual performance reviews;
29. Plan for on-going training and development of management and staff as part of annual planning process;
30. Participate, in the succession planning process for their position consistent with the organization's Human Resource Continuity Plan;
31. Review with the Executive Director any issues which may result in discipline or termination of employment consequences;
32. Follow established human resources policies and procedures; encourage and model good management practices with all staff in management positions;
33. Ensure compliance with Wesley hiring and human resource management practices, including human rights practices;
34. Promote proactive strategies to ensure diversity in programs and staffing;
35. Implement effective health and safety procedures and monitoring and reporting mechanisms in order to promote and ensure the safety and well-being of staff, clients and volunteers;

Senior Leadership Team

36. Participate as a member of the Wesley Leadership Team and contribute to organizational planning and performance.
37. Represent Wesley Urban Ministries at various community meetings, events, committees and presentations.
38. Advise the Executive Director in terms of effectiveness, quality and strategic direction of Human Resources policies;
39. Make policy and other recommendations as necessary in any area of management within purview: program, human resource, operational, health and safety, personal information management, IT;

Resource Development

40. Provide relevant information and success stories to Resource Development Department to assist in marketing Wesley Urban Ministries to donors;

Other

41. Act as Privacy Officer for the organization, including conducting privacy audits and responding to requests for information as per agency policy;
42. Other duties as assigned.

Qualifications:

1. University level degree in relevant area of study or an equivalent combination of education and experience;
2. Designation as a Certified Human Resources Professional.
3. At least 5 years experience in a senior management role preferably in a unionized environment.
4. Knowledge of applicable employment legislation including *Employment Standards Act*, *Ontario Human Rights Code*, and *Labour Relations Act*, as well as legislation related to Privacy issues.
5. Knowledge of employee/labour relations, total compensation, job evaluation, health and safety and human resources information systems.
6. Level 1 & 2 Health and Safety certification.
7. Flexibility, creativity, and initiative in problem solving.
8. Demonstrated ability to listen and make sound judgments on action required.
9. Excellent written and oral communications.
10. Experience with culturally diverse workforce is an asset.
11. Experience in training is an asset.
12. Experience in a Non-profit organization an asset.
13. Knowledge of the community and not for profit organizations with the ability to connect and work collaboratively with all individuals who are interested in forwarding the organization's Vision.
14. Proficient in the use of computers and other communication technology.
15. Commitment to fostering a work and service delivery environment that is inclusive and reflective of the diversity in the community.

Last Revision Date:

Next Scheduled Review Date: