

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Temporary Full-Time (Approximately 15 months)** opportunity as a **Human Resources & Labour Relations Generalist (Competition #79.18)** exists in the **Human Resources Department**, reporting to the Chief Human Resources Officer.

As a member of the hospital's Human Resources team, the HR & LR Generalist will provide leadership, expertise and deliver quality, customer-centred services and work with the human resources team in providing timely, professional services and consultation to assigned client groups. As the HR & LR Generalist, you will support an organizational culture that values diversity, fosters employee engagement, upholds respect and dignity, and inspires professional excellence.

Summary of Duties, but not limited to:

- Provides specialized and strategic advice/consultation to all levels of management and employees regarding complex employee and labour relations issues; interprets and administers the collective agreement with respect to grievances, compensation, health care benefits, union and management practices, and other aspects of the employee relationship
- Provides guidance and develops solutions that actively engages management in improving their knowledge and skills to effectively manage complex and diverse workplace problems such as performance issues, conflict resolution, absenteeism, accommodation, disability management, ethics and conduct and harassment, including compiling and preparing evidence to support appropriate recommendations
- Ensures Hospital policies and procedures are consistently enforced and implemented in compliance with Collective Agreements, Occupational Health and Safety Act, and Employment Standards Act
- Works collaboratively with staff in an objective, professional, and diplomatic manner while maintaining a good relationship with the union and its representatives
- Acts as the co-lead in staff collective agreement negotiations and co-leads the labour management and staff planning meetings and manages grievances, including step 2 and mediation/arbitration
- Supports Managers in performance management and attendance management of their staff
- Determines and makes recommendations on position grades and salary levels; including sitting on the job evaluation committee and utilizing the job evaluation tool to evaluate, determine and recommend grading for new/revised non-union positions
- Provides consultative expertise and proactive advice to management on organizational and HR matters relating to staffing/recruitment, compensation, and workforce planning; Implements HR strategies and programs in support of the organization's needs and goals. Acts as subject matter expert on HR policies and processes to facilitate compliance and application
- Investigates informal and formal complaints in accordance with relevant employment legislation and hospital policies
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- Degree in Human Resources, Labour Relations, or relevant degree and related experience
- Professional certification (CHRP/CHRL) is preferred
- Previous experience working in Labour Relations in a hospital or healthcare environment would be an asset including participation in collective bargaining
- 5 to 7 years working in a customer-focused Human Resources Department with experience in areas of employment law, employee/labour relations, grievance handling, recruitment, accommodation/modified work placements, conflict resolution, and performance management
- Extensive knowledge of Ontario Employment Standards Act, WSIB, Human Rights Code, Labour Relations Act, Pay Equity Act, Occupational Health and Safety Act
- Advanced skills in investigation, analysis, coaching, collective agreement negotiations, facilitation communication, decision making, consultation, dispute resolution, counseling, interviewing, and change management
- Excellent verbal, written communication and presentation skills
- Proven organizational skills with demonstrated ability to work under pressure with minimal direction
- Demonstrated ability to work with diverse employee groups
- Competent computer skills (HRIS, Outlook, Microsoft Office – Word, PowerPoint, Excel, Access)
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: April 4, 2018

Please forward resumes via email to HR@wchospital.ca with the competition number 79.18 in the subject line.

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.