

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 (up to 12 months)** opportunity as a **Human Resources Coordinator (Competition #11.19)** exists in the Human Resources Department, reporting to the Director, Human Resources and Labour Relations.

Summary of Duties, but not limited to:

- Work in unison with the Strategic Human Resources Business Partner on matters pertaining to compensation and benefits, as well as, employee and labour relations.
- Involved in the full recruitment cycle including coordinating interviews, developing interview questions, performing reference and background checks for internal and external vacancies.
- Conduct on-boarding process with new hires.
- Provide pay and benefits administration by maintaining employee records in the Human Resources Information System (HRIS), updating employee benefits changes, and responding to employee benefit questions and perform data entry on respective computer systems (Ceridian payroll system, Manulife, HOOPP, e-Learning etc.).
- Meet with staff for appointments related to leaves of absences and retirement.
- Routinely respond to ad hoc report requests from Managers and Human Resources.
- Coordinate and administer corporate orientation program.
- Coordinate annual Human Resources events, including Long Service Awards and Take Our Kids to Work Day.
- Active member of the Joint Health and Safety Committee and supports in Health and Safety initiatives as required.
- Attend and take formal minutes for meetings related to labour relations matters (i.e. labour management meetings).
- Responsible for the planning, preparation and coordination of hospital wide training initiatives.
- Assist with general employee inquiries and requests.
- Provide support and back up to the Human Resources Team.
- Maintain up to date knowledge of Hospital policies, collective agreements, and employment legislation.

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

Qualifications/Skills:

- Minimum of an undergraduate Degree/Diploma in a recognized Human Resources program or equivalent combination of education and work experience.
- CHRP designation preferred.
- Minimum 2-3 years HR experience in a unionized health care setting preferred.
- Experience in a unionized setting required; experience in a healthcare environment preferred.
- Demonstrated customer service skills and ability to deal effectively with internal and external customers and deal with frequent interruptions.
- Experience coordinating events and training with strong public speaking skills.
- An understanding of collective agreements and relevant legislation (ESA, Human Rights Code, Ontario Labour Relations Act, Occupational Health and Safety Act, etc.).

EMPLOYMENT OPPORTUNITY

- Demonstrated ability to build and maintain positive and collaborative working relationships and be an effective team player.
- Strong customer service orientation, sensitive to client issues and understanding of importance of diplomacy and confidentiality.
- Proven ability to prioritize duties/projects, multi-task, and work independently in a fast paced environment with constant demands.
- Knowledge and experience working with HRIS and other related computer systems; current Ceridian Dayforce experience a strong asset.
- 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: January 17, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number 11.19 in the subject line. (Example: Jane Smith, 1.16)

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 encourages applications from Aboriginal peoples, people with disabilities, members of racialized groups and women. 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 needs known in advance.