



**JOB POSTING #2024-051**

**Internal / External**

**Union: Out of Scope**

**Posting Date: June 27, 2024**

**Posting Closed: July 10, 2024**

**Salary Range: \$90,000-\$99,000 per annum**

**Opportunity: Manager, Human Resources**

**Site/Base Location: Women's Health Clinic Graham**

**Hours: 1.0 FTE / 40 hours per week**

**Shift: Days**

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through anti-racist, anti-oppressive, intersectional, feminist, harm reduction lenses. We acknowledge and recognize the history and harms of colonization on Indigenous peoples and commit ourselves to active accountability, justice, equity, and reconciliation.

**Position Summary:**

The Human Resources Manager participates in the provision of a variety of human resources services including full cycle recruitment, attendance management, employee and labour relations, performance management, supporting Managers in the area of Human Resources, and Workplace Health & Safety.

**Requirements:**

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

**Candidates must have:**

- Bachelor's Degree in Human Resources Management, or related field with Human Resource Management certificate plus three years of progressive work experience at an HR generalist level or above, in a unionized environment. An alternate combination of education and experience may be considered.
- Demonstrated experience providing effective and efficient HR services using frameworks that align with and contributes to the strategic plan through all stages of the employment life cycle.
- Proven experience managing employee discipline, union grievances, complaints, investigations, leave of absence and accommodation requests.
- Proven experience recommending and utilizing quality improvement practices to streamline organizational processes and meet emerging needs.
- Demonstrated critical thinking and analysis skills, with the ability to make sound decisions under pressure and resolve difficult situations with tact.
- Experience working collaboratively in a team environment to align programs and services.
- Proficient in the use of Microsoft Office Suite.
- Satisfactory Criminal Record & Child Abuse Registry check

**Assets:**

- CPHR Designation or working towards completion
- Proficiency in both official languages or other language(s)

**APPLICATION PROCESS:**

- **Reference Job Posting #2024-051 in email subject line.**
- Email cover letter & resume (pdf or word document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)

**We thank all applicants for their interest; however, we will only contact candidates we wish to interview.**



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**Key Responsibilities:**

- In collaboration with the Management team, establish and maintain Human Resources policies, procedures, and practices in compliance with Collective Agreements, applicable employment law, and alignment with organizational values.
- Provide interpretation, advice, guidance, consultation, and feedback, within the scope of the role, to support Management in making effective Human Resource related decisions.
- Provide information and education to Managers to support their HR practices.
- Provide leadership and supervision to the HR Assistant to ensure the development and maintenance of effective systems.
- Assist the Executive Director with Labour Relations matters.
- Lead/participate in discussions with staff and/or union representatives as required.
- Coordinate employee leaves of absence, return to work plans and requests for accommodation in collaboration with Directors/Managers/Finance.
- Responsible for the maintenance of confidential personnel files and organizational documents.
- Provides leadership on the Workplace Health & Safety Committee as the Employer Co-Chair.
- Provide HR statistics to Directors/Managers as required.
- Lead/participate in relevant internal and external committees.
- Maintain competencies required for the position through training, development and ongoing membership in professional association(s).
- Participate in 24/7 shared on call duties.

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women\*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ\* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

**We thank all applicants for their interest; however, we will only contact candidates we wish to interview.**