



## INTERNAL/EXTERNAL JOB POSTING

### MANAGER OF HUMAN RESOURCES

Permanent, Full-time

Salary- \$68,000- \$70,000

#### WHO WE ARE

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health, and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

#### WHY WORK WITH US?

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year
- Generous sick day allotment

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

## **ABOUT THE OPPORTUNITY**

We are currently looking for a **Manager of Human Resources** to join our team!

### JOB SUMMARY

This position is responsible for providing leadership and support in all human resources related matters including, employee relations, HR information, compensation, benefits, recruitment and selection, staff orientation, performance management, leaves of absence, legislative compliance, labour relations, exiting, organizational training, job design, and HR policy development and management. This role also oversees Volunteer Resources and supervises the Volunteer and Service Access Centre Coordinator.

### RESPONSIBILITIES

#### **Human Resources Management**

- Provides knowledge and guidance to management regarding HR issues, policies and procedures, and the Collective Agreement, ensuring that management has an understanding of applicable HR processes.
- Provides advice and interpretation to staff and management team regarding human resources legislation, policies, staff development, performance management, conflict resolution, grievances, discipline, terminations, including human rights, employments standards, disability matters and complaints processes.
- Coaches managers on human resource management and works to resolve employee issues.
- Advises both managers and staff in the employee evaluation cycle, including employee performance improvement plans when needed.
- Organize and maintain employee personnel files.
- Prepares semi-annual Bargaining Unit Seniority Lists.
- Identifies and recommends practices to improve people management within the organization including but not limited to the documentation of staff supervisions and annual performance evaluations.
- Facilitates the resolution of conflicts between staff and management using alternative dispute resolution and mediation techniques as appropriate.
- Provides guidance and direct assistance as necessary on matters involving progressive discipline and employee terminations.
- Provides guidance and support for Staff Training and Professional Development.

#### **Staff Recruitment, Retention and On-boarding**

- Works with hiring managers to develop recruitment and selection strategies to attract exceptional employees.
- Create and update job descriptions, reviewing annually with management to ensure alignment with organizational needs, competencies and workplans.
- Lead the Job Evaluation process, ensuring internal equity and conducting external benchmarking. Provide recommendations to management.

- Coordinate all steps in the recruitment process; internal and external job postings, receipt and screening of resumes, scheduling interviews, candidate follow-up and verifying references.
- Prepare and coordinate various HR documentation such as; letters of employment and offer letters, reference letters, exit interviews, termination packages, secondments, shared service agreements etc. Ensure that all letters and documentation are current with respect to legislation in order to minimize the potential risk to the organization.
- Coordinate and facilitate the orientation and onboarding process of all new hires ensuring staff are familiar with the agency, ACT policies and procedures, their job description, and the work of ACT. This will include the orientation for all the health benefits, pension plan and payroll documentation.
- Supports and advises on salary administration and compensation activities including salary surveys, Job Evaluation, system deficits and recommends best practices.
- Organizes and maintains up-to-date personnel files and human resource systems and ensures the protection of confidential employee, salary, benefits and staff relations information.
- Processes resignations and terminations including exit interviews and letters of reference.

### **Benefits and Pension Management**

- Administer ACT's benefits program for staff, including group health insurance, ACT DHSA, pension and EAP programs, ensuring that information is up-to-date and communicate changes/additions to staff.
- Liaise with ACT's benefit carriers and providers, assess needs, monitor premium/rate changes and provide recommendations to management.
- Coordinate leaves of absence with management and applicable staff which may include coordinating job accommodation and modification, liaising with health-care providers and the disability plan provider.
- Reviews payroll each pay period with the Payroll and Accounting Administrator; Provides back-up to run payroll as needed.

### **Volunteer Resources and Staff Management**

- Oversees Volunteer Resources Management including the development and maintenance of program policies and procedures.
- Supervises the Volunteer Resources and Service Access Centre Coordinator; provide ongoing coaching and support, identifying staff training needs, implementing training (when relevant), and evaluating job performance.

### **Other**

- Attends all meetings called by management when scheduled during regular working hours.
- Works collaboratively with the Union to establish positive and mutually beneficial labour - management relations. Supports agency budget process and assists with costing projections.
- Participates on internal committees and working groups as requested including the Labour Management Committee, the Job Evaluation Committee, Pension Committee of the Board of Directors, Joint Occupational Health and Safety Committee, Volunteer Management Committee

- as well as working with the Director of Community Health Programs on the Learning Education And Development (LEAD) Committee.
- Assists the Executive Director with Collective Bargaining.
- Complies with ACT policies and procedures.
- Performs other related duties as assigned.

#### QUALIFICATIONS

- Degree or Certificate in Human Resources Management (CHRP/CHRL designation an asset).
- At least five (5) years of progressive Human Resources experience.
- Strong experience within a unionized environment, collective bargaining and labour relations.
- Strong knowledge of human resources and payroll related legislation and standards including the Employment Standards Act, AODA, Occupational Health and Safety and other relevant information.
- JHSC Certification is an asset.
- Demonstrated skill in conflict resolution and mediation.
- Excellent verbal and communication skills.
- Proven self-starter with initiative, adaptability, resourcefulness, and follow-through.
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

## **JOIN US!**

### **Two step application process:**

**Step 1) Send your cover letter and resume to: [careers@actoronto.org](mailto:careers@actoronto.org)**

Please include the job title in the subject line

**Step 2) Complete the following Equity Questionnaire: [ACT Employment Equity Questionnaire](#)**

As part of ACT's Equity Hiring Strategy, we are committed to advancing employment equity and reducing barriers to employment for equity deserving groups. We are looking for qualified candidates from any of the following under-represented groups:

- Racialized Persons/Visible Minorities
- Indigenous Persons
- Persons living with Disabilities (this includes individuals living with HIV and AIDS)

**ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.**

#### **ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY**

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)