

Position Title: Director, Human Resources
Department: Human Resources
Reports To: Executive Director, Finance and Administration
Salary Schedule: E (\$75,118 – \$91,608)
Date Modified: December 2019

General Accountability

Reporting to the Executive Director, Finance and Administration the Director of Human Resources provides support, guidance, and leadership for all university employee groups and administration with respect to human resource management. The Director, Human Resources is accountable for the development, execution, and evaluation of all HR initiatives necessary to meet the strategic objectives of the university.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavours to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Director, Human Resources manages the day-to-day operations of the human resources office which includes the development and administration of HR policies, procedures. They are responsible for the effective and consistent administration of University policies and procedures for non-union employees, and assisting in the interpretation and application of the SJU Contract Academic Staff and Full-time Academic Staff Collective Agreements. The Director, Human Resources ensures that the organization is acting in compliance with employment legislation (Employment Standards Act, Human Rights Act, Pay Equity Act, WSIB, etc.)

Specific Accountabilities

Human Resources Management

- In collaboration with the Executive Director, Finance and Administration, leads the development of the Human Resource Strategic Plan and any associated strategies to ensure alignment between the university and HR priorities
- Develops and utilizes appropriate metrics to track the success of current initiatives and identify areas for potential development
- Actively manages, on behalf of the Administration, the university's collective agreement with the Faculty Bargaining Unit
- Manages employee records (electronic and paper including HRMS)
- Accountable for recruitment, training and development, employee relations, orientation, performance management, succession planning and all other functions necessary to ensure the effective operation and utilization of our human resources
- Conducts workforce evaluations for the purpose of developing effective and efficient organizational and job designs
- Develops and coaches effective employee relations and acts as the primary HR resource to management
- Coaches and assists managers/supervisors on human resource procedures, human relations, and appropriately answers legal queries with respect to HR management

- Assists in appropriately identifying, evaluating and resolving human relations concerns within established practices and procedures
- Recommends and drafts proposed policies and procedures that reflect human resource best practices
- Manages the university's staff development program and associated process, and delivers training to ensure managers/supervisors are able to conduct effective and accurate performance reviews
- Effectively coaches employees and managers/supervisors with respect to goal setting, competency development plans and their evaluation
- Chairs the JHSC and works collaboratively with Health & Safety Officer to ensure compliance with all legislative, regulatory and procedural requirements
- Acts as liaison with University of Waterloo Human Resources department for all HR related items
- Analyzes data and reports to identify trends and potential areas for organizational development
- Ensures compliance with federal and provincial legislation concerning employment laws

Working Conditions

- Works University's core hours
- Regular office environment including utilization of various mediums of communication including digital and print materials, telephone and email
- May work other than traditional work day including evening and weekends
- Attends workshops, conferences or meetings that may require travel
- Represents the University at local or out-of-town events as required
- Periodic lifting and carrying of parcels or deliveries
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

Qualifications Required

- Undergraduate degree and 3-5 years of progressive experience as an HR Business Partner or Advisor
- Experience in both unionized and non-unionized environments, including bargaining collective agreements is highly desirable
- CHRL designation is required
- Demonstrated knowledge of relevant legal practices, employment and labour legislation and regulations, and best practices and concepts related to human resource management
- Excellent interpersonal and communication skills (written and oral)
- Strong leadership and organizational skills
- Ability to work with a high degree of accuracy and confidentiality
- Proven track record of developing and implementing strategic programs and initiatives

Department Head Approval

Date

HR Approval

Date