



Internal/External Job Posting

Friday, August 11th, 2024

MEMORANDUM

FROM: Madeleine Nerenberg, Executive Director
RE: Competition 586
Human Resources Manager

Please accept this memorandum as notification that a full-time Human Resources Manager is being considered. In the interests of time, this position is being posted internally and externally simultaneously.

Start date: TBD, November 2024
Job Classification: Level VIII
Hours per week: 35

The wage for this position is \$36.98/hour or at Level VIII and at a Step related to years of service at KEYS for internal candidates, **for 35 hours/week**. KEYS offers a generous leave package including sick time, vacation time, personal time and special time for staff who have completed 3 months of full-time work or equivalent, as well as extended health benefits and an employer paid RRSP contribution. KEYS is a dynamic, fast-paced workplace where we envision helping individuals to realize their full potential within an economically and socially vibrant community, and value innovation, diversity, accountability, respect, and excellence. You can find out more about our beliefs on our website at <https://keys.ca/about/beliefs.php>.

Position Summary

As a subject matter expert, the **Human Resources Manager** will support the ongoing development of a positive work environment at KEYS to enable staff to contribute to our Ends: Connected People, Decent Work, Inclusive Communities. The manager will support internal practices in alignment with KEYS' commitment to the principles of Decent Work, including promoting inclusive workplace practices and the consistent application of personnel-related policies and practices throughout the organization. The manager will strengthen KEYS as a *Learning Organization* to enable the organization to adapt rapidly to changing environments and respond to the evolving needs of the communities we serve.

This role oversees organizational recruitment, staff training & onboarding, learning & development, HR related compliance with required legislation, job evaluation, workplace

accommodations, performance management, conflict resolution, HRIS (bamboo HR), employee records, HR policy development & maintenance and provides input in compensation and benefits programs.

We are seeking an entrepreneurial, motivated, creative and committed professional to develop and oversee KEYS' human resources infrastructure in alignment with our organizational values and to ensure organizational strength now and into the future.

Responsibilities

- Write, update and communicate human resources and related policies and procedures. Provide related staff training and orientation as required.
- Lead recruitment, orientation, performance management, and retention initiatives across the agency.
- Working with members of the Leadership Team, coordinate orientation activities for new staff. Track and ensure all required training and orientation documents are completed.
- Responsible for coaching and assisting leadership team members and supervisors in relation to hiring, orientation, performance management, discipline, and conflict resolution.
- Ensure organizational compliance with all employment legislation, including the Ontario Employment Standards Act, Ontario Health & Safety Act, Accessibility for Ontarians with Disabilities and the Ontario Human Rights Code, Personal Information Protection and Electronic Documents Act, and other workplace-related standards and regulatory requirements.
- Ensure the security of personnel records and the appropriate retention periods for various documents; maintain an effective human resources information system.
- Provide direction to all levels of employees for HR-related issues.
- Create a comprehensive compensation report for KEYS that includes analysis of wage structures, benefits and RRSP, leaves, and other forms of employee compensation.
- In collaboration with the Executive Director and senior leadership team, draft and prepare documents such as job descriptions, job postings, offer letters, memos and other employment contracts.
- Coordinate recruitment activities such as advertising, preparation of screening and interview tools, scheduling interviews and verification of credentials. Perform applicant screening and/or reference checks.
- Oversee the administration of employee benefit programs.
- Oversee the planning, development, implementation, coordination, and evaluation of KEYS' occupational health and safety policies, procedures, and programs.
- Review occupational health and safety legislation, amendments, and best practices to optimize occupational health and safety programs.
- Ensure all accident investigations are conducted thoroughly and effectively.
- Assist with the development of RTW plans as needed and support the implementation of accommodations as required.

- Follow-up with all workplace investigations to ensure necessary corrections to the work processes have been implemented and documented.
- Oversee the safety orientation and training for all new employees, existing employees and visitors.
- Oversee internal health and safety audits.
- Oversee processes and documentation related to the use of independent contractors.
- Facilitate and/or oversee conflict resolution processes, as needed.
- Provide information to employees and prepare documents related to staff leaves of absence and terminations.
- Lead and/or participate in initiatives designed to enhance or maintain KEYS' unique workplace culture.

Qualifications

- Post-secondary education in relevant discipline
- Minimum 3 years of HR experience
- Experience in the non-profit, community-based sector preferred
- Knowledge of Employment & Newcomer services sectors
- Commitment to KEYS values
- Demonstrated expertise in Human Resources
- Human Resources designation (i.e. CHRP) preferred

Work Environment (Equipment, Demands and Hazards)

- Office setting in Kingston with regular travel to other KEYS sites within the area.
- Professional appearance is required, casual business attire.
- 35 hours/week with some early morning and evening activities.

This competition will close at 4pm, Tuesday, October 29th, 2024

If interested, applications including a cover letter and resume, MUST BE emailed to apply@keys.ca

Only those applicants selected for an interview will be contacted.

KEYS is committed to employment equity. We encourage members of the designated groups to apply and self-identify. KEYS is also committed to an inclusive, barrier-free selection process. We will make appropriate accommodations throughout the recruitment and selection process for applicants with disabilities. To obtain a copy of this posting and job description in an alternate format or to request any accommodation please contact us directly through apply@keys.ca or by phone at 613.546.5559 TTY: 613.546.0511. Information received relating to accommodation requests will be addressed confidentially.