



## Job Description: HR Manager

### Summary of Position

The Human Resources Manager, reporting to the Executive Director, is a member of the Administrative Management team and will provide operational support to the management team in the areas of Human Resources policy development, implementation and interpretation, performance management, recruitment, compensation, and training and development programs.

### Key Responsibilities

#### Recruitment:

- Prepares and distributes internal and external postings and conducts applicant screening;
- Sets-up interviews; prepares interview questions, participates on interview panels, conducts reference checks; handles interview call-backs; assists with planning and preparing for job fairs and other recruitment initiatives
- recommend and implement strategies to attract top candidates to KCCS

#### Hiring and Orientation

- Process manager for the KCCS Hiring Protocol
- Communicates with new staff on hr matters including hiring, and requests for information
- Initiates new staff files and forwards to the Executive Assistant for completion,
- Prepares information for letters of employment, requests signatures and forward copies to the employee, payroll and the Executive Assistant.
- Conducts HR orientation with each new employee and provides follow up for incomplete items

#### Policies and Procedures

- Assists with supporting the development and updating of policies by conducting research as directed and keeping the Employee Policy Handbook updated;

#### Health & Safety

- Prepares and faxes Form 7's and related documentation to the WSIB
- Coordinates and conducts monthly H&S Inspection tours with certified H&S members
- Coordinates and facilitates minute taking at quarterly H&S meetings, posts and distributes inspection reports and meeting minutes
- addresses Health and Safety concerns and brings them to the attention of the Executive Director
- compiles information and reports on Health and Safety within the organization, including incident reports

#### Employee Relations

- develop strategies and surveys to measure and address employee satisfaction and feedback

- Assists with the preparation of discipline letters and facilitates the documentation process during discipline meetings
- Act as a resources on HR issues for staff and management. Provides guidance in all areas of HR, leave and policy interpretation
- Research employment and labour legislation

## **General Administration**

- Responds to routine HR/Payroll enquiries; Maintains copies of all Human Resources forms
- Prepares orientation packages; new hire files and archive files; assists with coordinating staff events
- Maintain records and compile statistical reports concerning personnel related data – number of employees, turnover reports, vacation and absenteeism reports

## **Other Duties:**

- Assist the Executive Director with special projects as assigned
- Provide support for events such as Social Committee, United Way Campaign
- Ensure HR materials are up to date and accessible on the website and intranet

## **Qualifications**

- Post Secondary school education in business administration at college or university
- CHRP designation an asset
- 3 to 5 years HR experience
- Knowledge of relevant legislation including Employment Standards Act, Day Nurseries Act and Human Rights Code
- Strong understanding of key HR principles
- Ability to apply HR principles exercising good judgment
- Ability to maintain information in confidence
- Demonstrated initiative and professionalism
- Well developed oral and written communication skills
- Proven ability to set priorities, manage multiple responsibilities and meet timelines
- Strong organizational, interpersonal, problem-solving and decision making skills
- High level of attention to detail and excellent follow-up skills
- Customer-focused attitude, with the ability to understand, anticipate and identify customer needs
- Proficient in the MS office products including Word, Excel, PowerPoint, Outlook

## **Skills and Abilities**

- Ability to balance multiple priorities
- Attention to detail
- Confidentiality
- Organization Skills
- Strong follow up and customer responsiveness
- Strong networking skills
- Results Oriented
- Team Player
- Flexible and able to work the off-shift when necessary
- Strong written and communication skills
- Self-motivated; demonstrates high energy and enthusiasm

## **Performance Expectations Form**

Position: HR Manager

Reports to: Executive Director

### **Duties**

1. Coordinate posting, advertising and interviewing following the KCCS HR Hiring Protocol
2. Review and make human resource policy recommendations in response to changes in the following legislation ESA, WSIB, OHSA
3. Forward completed letter of employment requisition to the AED after each hiring.
4. Complete all WSIB Form 7 within 3 business days.
5. Prepare agendas and chair the quarterly health and safety meetings and the personnel committee meetings.
6. Respond to voice box feedback weekly. Take comments to Administrative Managers Team each meeting. Ensure responses are sent out to all programs within one week after the meeting.
7. Send a detailed report to the Executive Director quarterly reporting on HR items including hiring trends, incidents, WSIB active claims, hazards in the workplace, health and safety audits, number of employees, turnover reports, vacation and absenteeism rates.
8. Complete annual health and safety checks of each location.
9. Prepare agendas for health and safety meeting quarterly.
10. Prepare training and information for health and safety meetings quarterly.
11. Prepare and report on annual employee surveys