



TITLE: Manager, Human Resources Services

POSTING DATE: January 16, 2012

CLASSIFICATION: Administration

CLOSING DATE: Resumes will begin to be reviewed on February 6, 2012

DIVISION/DEPARTMENT: Human Resources Services & Organizational Development

HOURS: M-F

LOCATION: Main Campus

START DATE: ASAP

COMPETITION #: ADM12-01 N

Position Summary:

Reporting to the Executive Director, HR Services and OD, the Manager, HR Services is accountable for providing a complete range of strategic and operational human resource and organizational effectiveness services that support the college's strategic plan. The Manager provides assistance and direction to college managers regarding effective human resources management. The incumbent provides consultation, technical advice and support of a wide range of human resource issues including workforce planning, talent management, labour relations, career development and coaching and leadership development.

Specific duties and responsibilities:

- Researches, develops and implements policies, procedures and strategies to ensure that all college human resources services support the college's strategic goals and objectives and comply with applicable collective agreements, Terms and Conditions of Employment for Administrative staff and relevant legislations. Assists Administrative leaders in developing appropriate strategic and operational human resource plans for their respective areas. Ensures the effective design, context and classification of jobs and implementation of an effective performance management process.
- Provides sound advice and on-going support and assistance to all levels of college management and staff on a wide range of human resources issues including employee relations, job classification/evaluation, salary administration, recruitment, and legislative compliance issues
- Oversees the recruitment team to ensure fair and consistent recruitment processes. Works with the team to develop creative and innovative ways to enhance the efficiency and effectiveness of the recruitment process, college wide
- Acts as the subject matter expert on collective agreements, Terms and Conditions of Employment for Administrative staff, Human Rights legislation. Acts as liaison with union representatives on issues arising from collective agreements;
- Manages the grievance procedures, preparing supporting material, liaising with legal counsel, coordinating and attending grievance proceedings, preparing responses and representing the college at arbitration hearings as required

Qualifications:

- 3 year college diploma or undergraduate university degree in HR Management or Labour Relations and/or equivalent combination of education and experience
- At least 5 years of related progressive work experience in a Human Resources Department is required
- Experience in a unionized work setting required
- Demonstrated proficiency with a variety of software packages particularly Microsoft Office, use of internet and networked computer systems
- Excellent communication/interpersonal skills, including demonstration of a consultative nature
- Excellent customer service skills, including demonstration of credibility, accessibility and the ability to establish rapport and trust with clients
- Proven problem-solving skills, multi-tasking skills, time-management and project management skills
- Proven ability to participate in a team environment and demonstrated ability to assume a leadership role in such an environment
- Certified Human Resources Professional (CHRP) designation preferred
- Previous experience in an educational setting is considered an asset
- A lifelong learner with demonstrated commitment to professional development

TO APPLY: Quoting the competition # in the subject line, please send a covering letter and a resume to:

Human Resources Services, Loyalist College
E-mail: humanr@loyalistic.on.ca

Loyalist College hires on the basis of merit and is committed to employment equity. In support of a diverse and inclusive college community Loyalist College welcomes applications from women, persons with disabilities, visible minorities, and aboriginal peoples.

We thank all applicants, however, only those selected for an interview will be contacted