

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Manager, Human Resources
DEPARTMENT:	Human Resources
SALARY LEVEL:	SL 6
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion

SUMMARY OF FUNCTIONS:

The Manager, Human Resources, is responsible for managing employee/labour relations, performance management, training & development as well as directly supervising the HR/Equity Advisor position and related responsibilities. The position will work collaboratively with other Human Resources staff, providing assistance where appropriate, act as a resource for employees in providing information regarding services, relevant procedures/policies etc.

DUTIES & RESPONSIBILITIES:

EMPLOYEE/LABOUR RELATIONS

50%

- Participate in developing, maintaining, and implementing policies, programs and practices that support the University's goals and ensure compliance with legislation
- Assist in identifying priorities and areas of concern to initiate change to policies and practices that support equality, human rights and a respectful workplace
- Assist in ensuring compliance with University policies, procedures, and legislation
- Remain informed with evolving issues, emerging trends and best practices and make recommendations and/or provide guidance
- Act as the first point of contact in Human Resources for employee and labour relations issues, responding as necessary and escalating where appropriate
- Assist in interpreting and administering the terms and provisions of collective agreements and guidelines
- Liaise with OPSEU/NUFA representatives
- Assist in identifying, recommending, facilitating, and implementing resolutions regarding various employee/labour relations issues (organizational or interpersonal difficulties, employee discipline, conflict resolution, performance, grievances etc.) ensuring correct procedures are applied
- Coach and provide guidance to supervisors and employees on issues related to employee performance management, ensuring compliance with applicable legislation, policies and collective agreements and refer where appropriate
- Participate in the resolution of issues related to (or that may lead to) discipline, including conducting workplace investigations, where appropriate
- Manage responses to complaints, grievances, including attending grievance meetings, preparing correspondence and materials, maintaining records, conducting related research and investigations, and possible resolutions
- Participate in the negotiation of collective agreements, including preparation, conducting research, analyzing data, preparing proposals, minute taking and performing other duties as assigned/required
- Provide guidance to supervisors to assist in the consistent application of Collective Agreements
- Participate in the management of the Respectful Workplace Learning & Environments policy and processes

PERFORMANCE MANAGEMENT/TRAINING & DEVELOPMENT

25%

- Develop and manage the implementation, administration, and continuous improvement of a Performance Management System for support, administrative and executive employees
- Provide coaching to supervisors/employees in the performance management process
- Monitor and track the status of employee performance documentation, ensuring timely completion
- Act as the main resource to the University related to the performance management system and any related processes
- Develop performance improvement plans in conjunction with employees/supervisors
- Manage the development, coordination and delivery of appropriate training and professional development for employees
- Ensure compliance with legislative requirements related to required training
- Liaise with internal and external stakeholders in the development/delivery of training and related initiatives

OTHER

25%

- Work collaboratively with other Human Resources staff, providing assistance where appropriate
- Act as a resource for employees which may include providing information regarding services, relevant procedures/policies etc.
- Directly supervise the HR/Equity Advisor position and the position's responsibilities/initiatives
- Assist where necessary in all Recruitment/Selection processes

Any other duties as assigned

QUALIFICATIONS:

Education:

A University degree in human resources, organizational development, social sciences, or business administration is required. Advanced conflict resolution/mediation training will be considered an asset. A Certified Human Resources Designation (C.H.R.P.) will also be considered an asset.

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- A minimum of five years of related work experience in progressively responsible positions with diverse communities, organizations or the public sector, preferably with experience in a unionized academic environment, with direct experience in labour relations is required
- Relevant supervisory experience
- Understanding of current trends and best practices relating to all human resource functions
- In-depth knowledge and experience with human rights related issues
- Experience interpreting and providing guidance related to collective agreements, guidelines, policies/procedures, employee issues, legislative requirements, etc.
- Experience managing conflict and resolutions
- Solid understanding of Ontario labour, human rights, employment standards and any other employment-related legislation and other related legislation, processes, standards, trends, issues
- Demonstrated ability to exercise sound judgment, tact, and discretion regarding sensitive or confidential issues
- High degree of emotional intelligence is required for most duties/responsibilities
- Ability to work with diverse populations, respond to needs in a sensitive and positive manner
- Strong facilitation skills, with the ability to lead difficult conversations and manage conflict

- Ability to regularly shift priorities and set own deadlines
- Ability to develop and maintain effective working relationships that are collaborative and consultative, while leading others in doing the same
- Knowledge and understanding of comprehensive decision making, planning, and budgeting processes
- Ability to make decisions and/or develop solutions where there is no precedent
- Strong analytical skills to analyze and interpret statistical data, conduct reviews, make recommendations, and conduct investigations, etc.
- Strong communication, organizational, and administrative ability
- Sound understanding of the grievance, arbitration, and collective bargaining processes, preferably with experience in a post-secondary environment
- Familiarity with post-secondary issues and trends

RELATIONSHIPS/CONTACTS:

Supervised by: Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion

Supervises: Human Resources & Equity Advisor

Internal Contacts: Faculty, staff and students

External Contacts:

- Other universities/colleges
- Union Representatives
- Various agencies/committees
- Consultants
- Organizations
- Governmental ministries
- Listserves/distribution lists

MATERIALS UTILIZED:

- General office equipment
- Relevant legislation
- Employee guidelines/collective agreements
- Confidential files

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Visual/listening/mental concentration
- Emotional intelligence
- Manage sensitive and/or confidential information
- Frequent and unexpected interruptions that require the ability to reprioritize work independently
- Participate in investigations, manage/facilitate conflict
- May require extended working hours

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources