



INTERNATIONAL WOMEN OF SASKATOON (IWS)

JOB TITLE:
Acting Human Resources/Policy Manager (Mat Leave Coverage)
TITLE OF IMMEDIATE SUPERVISOR:
Executive Director
TITLE OF DIRECT REPORTS
Assigned Operations/HR Staff
JOB CLASSIFICATION & STATUS
Manager & Term (Out of Scope)
DURATION
April 1, 2019 to March 31, 2020; Term Contract
ORGANIZATIONAL PROFILE:
The International Women of Saskatoon (IWS) is a grassroots women's organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/ immigrant/ refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
PURPOSE AND NATURE OF POSITION
<p>The Organization seeks to hire an experienced HR/Policy professional with management experience over a diverse staff capacity in a unionized organization.</p> <p>The Manager is responsible for all aspects of the Human Resources/Policy Management as well as the listed accountabilities contained in the job description.</p> <p>Additional duties and responsibilities may be assigned at the discretion of the Executive Director.</p>
SCOPE OF THE WORK:
<p>Reporting to the Executive Director, the Acting HR/Policy Manager is a key member of the Management team who holds accountability for the development and Implementation of HR Policies, Procedures, Programs and Practices including: staffing; recruitment and retention; employee compensation and benefits; employee and labour relations and regulatory compliance requirements.</p> <p>The incumbent is responsible for overseeing all the HR/Policy Management strategies, driving improvement in employee satisfaction, formulating policies that are consistent with the Organization's overall goals and direction, ensuring compliance with legal and government reporting regulations and promoting organizational effectiveness.</p>
TASK DESCRIPTION:
<p>Human Resources and Policy Development</p> <ul style="list-style-type: none">• Responsible for the creation, implementation, management, administration of all policies and procedures that are aligned with legislative requirements and Collective Bargaining Agreement in a timely and professional manner• Assist the ED with the process of collective bargaining negotiations including the interpretation of the articles contained within the CBA• Responsible for people and relationship management which includes ensuring a positive, diverse and inclusive work and learning environment• Ensure that Managers are equipped with training and tools to effectively handle staffing issues and concerns



INTERNATIONAL WOMEN OF SASKATOON (IWS)

- Provide leadership over all confidential and HR related internal investigations that are required to support the Organization's processes in dealing with disciplinary concerns or termination processes.
- When required and appropriate, liaise with other agencies, community partners and government departments
- Remain attuned to leading HR practices and gather internal data/observations, which can be used to recommend changes to the Organization's policies and procedures
- Organize and lead all aspects of Administration Days

Staffing

- Ensure the development and use of leading edge recruitment, selection, and staffing practices
- Manage talent acquisition and recruitment activities including: development of job description, job posting, receiving applications, screening and shortlisting of qualified candidates
- Facilitate and supervise talent acquisition/recruitment activities namely: development of job descriptions, posting job advertisement, screening/shortlisting of qualified candidates
- Work closely with Program Managers to schedule and conduct job interviews and select candidates to fill vacant positions
- Conduct reference, background and criminal records checks for qualified candidates
- Plan and deliver all aspects of the on-boarding of new employees namely: leading new staff orientation and onboarding as per organization's protocols.
- Provide Program Managers advice and coaching on employee issues

Employee and Labour Relations

- Provide employees relations leadership by ensuring compliance with Organization policies, relevant agreements, and Canadian laws and regulations
- Ensure a positive labour relations climate by leading union management meeting and joint problem-solving sessions on issues that arise as well as distributing all correspondence related to those meetings
- Develop and administer comprehensive employee performance feedback practices and tools
- Objectively coach and counsel employees through complex, difficult and emotional issues
- In collaboration with appropriate Management staff, facilitate hearings/meetings over employee relations issues namely: grievances, disciplinary actions, safety concerns, performance reviews, performance development, severance and exit interviews
- Maintain appropriate records of hearings/meetings for future reference
- Ensure that people are held accountable for their outcomes by supporting Managers in handling performance concerns as well as ensuring grievance processes are followed as contained in the articles of the CBA
- Maintain positive employee relations by providing information and timely communication when responding to employee questions



INTERNATIONAL WOMEN OF SASKATOON (IWS)

- Facilitate employee engagement and goodwill initiatives
- Provides support to the ED on HR Related risk management issues, ensuring compliance with federal and provincial laws, regulations, legislations and policies
- Be responsible for developing, reviewing and leading the management offers pertaining to Collective Bargaining discussions, including assisting the Management team to ensure that all members have complete and correct understanding of any proposed changes to articles
- In collaboration with the Managers, ensures equitable assignment of duties and workload to staff within the Organization
- Be responsible for determining, analyzing and reporting on personnel forecasts

Compensation and Benefits Administration

- In consultation with the Executive Director and other Management staff, conducts wage reviews to ensure alignment with the sector and occupational wage standards
- In consultation with the ED and Accounting Manager, ensures the administration and effective reviews of the Benefits programs
- Completes all paper work with new hires and facilitates the set of personalized payroll processes for new employees in the system
- Be responsible for managing the Employee Time Management Systems (Day Force) for the purposes of monitoring: employee work hours, employee assistance/ enquiries/ requests for vacation, sick leave, personal days, and leave of absence
- Oversees all Benefits applications, enrollment and reviews for accuracy and compliance including explaining Benefits changes to Employees
- Acts as the Primary contact person for all communications/liasons with the Employees and the Benefits Providers
- Works collaboratively with the Accounting Unit to process bi-weekly payroll
- Every 3 months, review employee benefits in order to ensure that their pressing necessity are calculated and accrued on the accurate dates
- Be responsible for regularly communicating monthly benefits updates to all employees
- Be responsible for determining, analyzing and reporting on personnel forecasts
- Be responsible for ensuring that the Organization's obligations vis-à-vis risk management under Contribution Agreements are complied with, at all times
- Other duties as may be assigned by the Executive Director in furtherance of the objectives of the Organization



INTERNATIONAL WOMEN OF SASKATOON (IWS)

FACTOR INFORMATION

EDUCATION & EXPERIENCE

- A Bachelor's Degree with a strong focus on HR, CHRP/CPHR designation strongly preferred
- A graduate degree in HR (Policy or Organization Effectiveness) will be an asset
- Specialized training in leadership and supervision is required including demonstrable proof of understanding of the provisions of the Saskatchewan Labour Standards
- Human Resource and Staff Management experiences, in a unionized organization, is required
- Demonstrable proof of ability to manage multiple priorities
- 3-5 years of senior management experience and proven record of staff supervision, required
- Detail oriented, self-directed, with strong conflict management and mentoring skills
- Result oriented, flexible, sound judgement and value for diversity and the synergies created from collaborative efforts
- Capacity to work in a confidential team environment
- Strong knowledge of office software including Employee Time Management Systems
- Active affiliation with appropriate Human Resources networks and organizations

ACCOUNTABILITIES

- Plans for and manages risks through the use of short and long-term plans that turn strategic planning into operational reality
- Provides guidance of and ensures compliance with federal and provincial laws, regulations and policies including occupational, health and safety requirements
- Supports the delivery of all Contribution Agreement expectations, including deliverables and reporting expectations
- Provides input into the development of annual budgets
- Prepares proposals and funding applications and submits them as at when due to the Executive Director
- Liaise with external partners and stakeholders on policy and partnership matters as required.
- Conduct continuous evaluation of practices and procedures to optimize workforce effort and ensure compliance with all applicable legislation, regulations, etc.
- Identify and evaluate risks associated with organizational activities, takes appropriate actions to mitigate risks.
- Set priorities, determine strategies, develop a work schedule and monitor program towards goals and track details, data, and activities
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Manages special projects as assigned, including deliverables and reporting expectations
- Has a thorough understanding of the CBA and engages in discussion related to CBA articles
- Treats others fairly, always acting in an honest, trustworthy and forthright manner through commitment to excellent performance and personal ownership
- Uses influence to mobilize staff to work towards a shared purpose
- Take personal responsibility for actions
- Immediately informs the Executive Director of issues that may of concern to the Organization

REQUIRED COMPETENCIES



INTERNATIONAL WOMEN OF SASKATOON (IWS)

- Philosophy: demonstrated a philosophy based on the principles of Servant Leadership and those that are aligned with the core values of the Organization
- Strategic Thinker: considers long-term factors when planning and making decisions and understands the linkages between policies and programs and how these factors align with strategies used to implement them
- Innovator: works to understand, engage in, and implement change that will improve processes, practices and outcomes by being open to new ideas, thinking creatively and championing innovative ideas that use technology as a tool to enhance efficiency
- Influencer: motivates others to embrace change that is supported by organizational goals while supporting staff when changes occur
- Commitment to continuous learning: continually engages in personal development as well as organization PD plans
- Flexibility: Strong organizational skills with the ability to manage multiple project simultaneously; Love for fast-paced environment where you can embrace ambiguity and get the right things done; Strong work ethic and drive to execute under pressure and by establish deadlines
- Effective Communicator: demonstrates the ability to communicate with clarity by listening to others, speaking effectively and preparing written communication in a clear and concise format; uses a method of communication that builds shared meaning through actions and responses to others
- Client Centered: demonstrates excellent client service, setting priorities based on client needs while continuously seeking ways to meet and exceed client expectations; demonstrates initiative and resourcefulness, ensuring that at all times the focus of our day to day performance is continual improvement
- Ability to handle stress and emergencies in a calm and effective manner
- Valid Criminal Record Check/Vulnerable Sector Search

EFFORT

- Will have multiple priorities with changing, and sometimes conflicting, priorities
- Manage the efforts of groups and individuals with varying interests, perspectives and timelines

WORKING CONDITIONS

- Will work in an office environment
- May work evenings and weekends as required
- Travel within Saskatoon and Saskatchewan

HOURS OF WORK & SCHEDULE

- 26 hours/week (PT) @ 6.5hours/day
- Typically, Monday to Thursday, 9:00am – 4:00pm

WAGE & BENEFITS

- \$45,800.00 (Annual Gross) Benefits Included.
- Standard Organization's Group Retirement Plan/Health and Dental Benefits



INTERNATIONAL WOMEN OF SASKATOON (IWS)

CONTACT INFORMATION
APPLY TO:
Executive Director International Women of Saskatoon executivedirector@iwssaskatoon.org
APPLY BY:
Friday Feb. 15, 2019
CONTRACT DURATION:
April 1, 2019 – March 31, 2020
NOTE:
We wish to advise that only those individuals who have been selected for an interview will be contacted.