

# EMPLOYMENT OPPORTUNITY



1. IDENTIFICATION		
<b>POSITION TITLE</b> Employee Relations Specialist	<b>PROGRAM/DIVISION</b> Human Resources	<b>CLASSIFICATION</b> Administration
<b>NUMBER OF POSITIONS</b> One (1)	<b>DURATION</b> Permanent	

Banyan Community Services is a community based non-profit organization with over forty years' experience providing a wide range of innovative programs and services to help disadvantaged or at risk members of our community learn new skills, attitudes, and behaviours to help them build a better future.

## 2. PURPOSE OF THE POSITION

The Employee Relations Specialist is knowledgeable about industry trends, best practices and will provide professional advice, insight, expertise and support to Banyan's Management Team in a broad range of human resource functions. The Employee Relations Specialist will have strong business sense allowing them to anticipate, understand and provide business solutions that contribute to the growth of our employees, while building collaborative relationships inside and outside the organization. This position promotes the People Centered Workplace culture through the development and delivery of people solutions to our programs, supported by organizational scorecards and robust reporting.

## 3. MAJOR RESPONSIBILITIES

- Manage the day to day human resources functions including but not limited to labour relations, employee engagement, occupational health & safety and HR management.
- Provide advice and counsel on employee/labour relations.
- Foster a culture of fairness and equity throughout the organization.
- Oversee the Employee Engagement program and the development of enterprise tools and resources to support HR and Managers to drive employee engagement across all employee demographics.
- Attendance and absentee management including strategic planning to be proactive.
- Manage Occupational Health & Safety program for the entire organization.
- Monitor staff on leave of absences and maintain a safe Return to Work program for injured staff.
- Implement and ensure compliance with relevant legislations and organizational operating policies.
- Prepare monthly reports on KPIs, trends, risk management, outcomes and action plans in regards to organizational development and performance scorecard.
- All incidents, accidents, and other hazardous occurrences affecting Banyan's staff, client or the organization are to be reported, investigated, and mitigating action taken according to Banyan policy.

### Labour Relations Management

- Key liaison between business unit manager of labour unions and Banyan.
- Provide advice and strategies to Managers in regards to union management, aligning with the collective agreements and legislation (grievances, bargaining, etc).
- Responsible for reviewing all collective agreements in conjunction with managers, providing ideas that align with organizational policies.

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- Conduct research regarding labour relations issues, trends and best practices including research to support the collective bargaining process.
- Interpret and administer advice and guidance with respect to employment legislation, employment standards and human rights across Canada including as it as it relates to bargaining units.
- Provide research, consultation and assistance to program manager for grievances, conciliation, mediation and arbitration.
- Support collective bargaining, participating in person where required
- Ensure the management team is informed of emerging risks related to labour relations matters
- Prepare briefing memos and summaries that inform executive team on labour relations matters

### Employee Engagement & Communication

- Champion a high-performance environment and partner with colleagues to implement a people centered strategy that attracts, retains, develops, and motivates employees by fostering an inclusive work environment.
- Oversee the Employee Engagement Program and the development of enterprise tools and resources to support HR and Business Leaders to drive employee engagement across all employee demographics.
- Proactively develop new ideas - both big and small - to create memorable moments that surprise and delight throughout the employee experience (eg. Mental Health Week, Nurses week, etc).
- In liaison with the leadership team, contribute to the design, implementation and management of effective Recognition & Engagement Programs to reward staff contributions.
- Create and manage performance targets in the area of employee engagement, trends, patterns in relation to culture, and KPIs.

### Human Resource Management

- Maintain a Human Resources Information System (HRIS) including the data collection and regular reporting of organizational wide performance measures.
- Participates as a key contributor to an employee relations strategy which cultivates trust, accountability, individual participation, and commitment
- In liaison with the management teams design, implement and manage organization-wide effective leadership, employee development and talent management initiatives to address capacity/knowledge gaps among staff.
- Drive talent management through the organization, at all levels, including development and retention plans for top talent and/or critical roles and performance management strategies.
- Development and management of performance training/capacity building for all levels of employees that will drive positive and measurable impact on the culture and performance of the organization.
- Manage the implementation of key performance measures, core competencies and core values and ensure they are included in the performance appraisal system.
- Provides input, advice, and planning on resourcing requirements, candidate selection, hiring practices, onboarding of new employees and ensures appropriate bench strength and competencies to support continued business growth and success.
- Analyze job requirements for all existing and new roles within the organization.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and counsel, and perhaps discipline employees as appropriate.
- HR policy management: create, review and recommend human resource policies and procedures.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and provincial requirements.
- Manage proper record retention of all HR related documentation and staff personnel files.

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- Manage the application process of Summer Career Development Job Grants through HRDC and other proposal writing in regards to HR.
- Create and track indicators for Organizational Development and Performance scorecards.

### Occupational Health & Safety (OHS)

- Member of all Joint OHS committees, overseeing adherence to legislation.
- Coordination of employee incidents, providing detailed analysis of these to the internal Quality Committee.
- Advisor to leadership regarding analysis and risk management of employee incidents.
- Create, analyze and prepare monthly HR and Organizational Development & Performance reports including scorecards complete with trends, industry movements, targets, outcomes, variances, KPIs and action plans.

### 4. SKILL AND EFFORT

- Ability to deliver presentations to senior management and employees on any material as required.
- Strong ability to prioritize multiple projects simultaneously and handle large workloads.
- Proficient computer skills utilizing MS Office, Visio and HRIS programs.
- Strong interpersonal and leadership skills.
- Outstanding verbal and written communication skills
- Excellent analytical, time management and organizational skills
- Demonstrated ability to uphold confidentiality and manage sensitive situations with integrity.
- Strong problem solving, conflict management, and negotiation skills.
- Strong knowledge of current employment legislation and applicable employee legislation including OHS, ESA, pay equity, etc.
- A solid understanding of the importance of diversity, equity and inclusion and a passion for promoting and increasing initiatives within the workplace.

### 5. QUALIFICATIONS

- Post-secondary education with focus on Human Resources Management.
- CHRP/CHRL designation is required.
- Minimum five (5) years' experience in a Human Resources role.
- Not for Profit, government funded agency experience preferred.
- Philosophy of fairness, equity, and accountability in your approach to human resources.
- Strong understanding and knowledge of all Federal and Provincial Employments Standards, Occupational Health & Safety, Human Rights, etc.
- Previous experience as an advisor to senior management on all employee related issues.
- Competent in the use of Microsoft Office suite applications and human resources information systems.
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record.

### 6. WORKING CONDITIONS

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- The Employee Relations Specialist will conduct business from the designated office where standard office working conditions and the use of standard office equipment will apply.
- Working on the computer and sitting for extended periods of time.
- Hours of work will regularly fall within normal business hours, however occasional evening, weekend and holiday hours may be required based on operational needs.
- Travel required – must have own vehicle and valid driver’s license.

*Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.*

*We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Human Resources department or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

**PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN OCTOBER 17, 2022 TO:**

Human Resources  
Banyan Community Services  
688 Queensdale Avenue East, Suit 2B  
Hamilton, ON L8V 1M1  
[recruit@banyancs.org](mailto:recruit@banyancs.org)

(905) 549-9011 (fax)