

EMPLOYMENT OPPORTUNITY
Internal & External Posting



1. IDENTIFICATION		
POSITION TITLE Human Resources Manager	PROGRAM/DIVISION Human Resources	CLASSIFICATION Administration
NUMBER OF POSITIONS One (1)	DURATION Permanent	\$67,258 - \$76,717

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

Are you an HR Professional looking to have an impact on the Hamilton community specifically in the areas of children, youth, and seniors? If so, there is an exciting opportunity to join BANYAN COMMUNITY SERVICES in the role of Human Resources Manager.

In this standalone role, reporting to the Director of Organizational Development & Performance, you will be 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. You bring to the table a strong business sense to anticipate, understand and provide business solutions that contribute to the growth of employees, while building collaborative relationships inside and outside the organization. You will achieve success in this role by promoting 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 regarding 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.



Program Specific:

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 polices.
- Conduct research regarding labour relations issues, trends and best practices including research to support the collective bargaining process.

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.

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.

4. 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.

5. WORKING CONDITIONS

- The Human Resources Manager 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 28, 2022 TO:

Human Resources
Banyan Community Services
688 Queensdale Avenue
East, Suit 2B Hamilton,
ON L8V 1M1
recruit@banyancs.org

(905) 549-9011 (fax)