# EXTERNAL POSTING

(June 2024)

The Canadian Mental Health Association, Ottawa Branch (CMHA) is a private, non-profit charitable organization dedicated to promoting good mental health and improving the quality of life for individuals experiencing serious mental illness.

**CMHA currently has a vacancy for the following position**:

# HR/Labour Relations Specialist

**(Union Exempt)**

**Type of Position:** **Temporary Full-time**

**Length of Term: 12 – 18 month contract,** with the possibility of extension

**Hours of Work**: 35 hours per week, Monday to Friday, 8:30 am - 4:30 pm

**Pay Rate:** $39.15 to $40.91 per hour

**ESSENTIAL MINIMUM QUALIFICATIONS:**

**Education:**

* University degree in Business with a specialization in Labour Relations and/or Human Resources **or** Post Graduate Certificate in Human Resources from a recognized College or University **or** Master of Industrial Relations (in progress will be considered).
* CHRP designation or working towards the designation preferred

**Experience**:

* Experience in a not-for-profit environment is an asset.
* Experience in a health or social services setting is an asset.
* Experience working in a unionized environment is an asset.

**DESIRED QUALIFICATIONS:**

**Skills, Knowledge, and Abilities:**

* Knowledge of relevant legislation, including Occupational Health and Safety, Employment Standards, Human Rights, AODA, Labour Relations, Privacy, etc.
* Knowledge of current trends and practices in Human Resources and Labour Relations.
* Knowledge of recruitment and selection practices.
* Excellent oral and written communication skills.
* Excellent interpersonal skills along with the proven ability to exercise sound judgment with tact and discretion.
* Demonstrated ability to develop strong working relationships and work as part of a team.
* Demonstrated client service or customer service abilities.
* A high degree of comfort using technology, such as HRIS systems and office software programs such as Word, Excel and Outlook.
* Strong organizational skills, attention to detail, and the ability to balance multiple priorities.
* The ability to function productively in busy environments with a high level of sensitivity.
* Legally eligible to work in Canada.
* Able to work in office (311 McArthur Ave., Ottawa).

**Language:**

* English essential. Bilingual (French/English) preferred.

**Application Deadline:**

Please submit a résumé to **Recruitment at** [**recruitment@cmhaottawa.ca**](mailto:recruitment@cmhaottawa.ca)**.**

*The Canadian Mental Health Association is committed to Equity, Diversity, Inclusion, and Belonging, and the development of inclusive, barrier-free selection processes and work environments. We value those who would contribute to the further diversification of our organization including but not limited to women, people with disabilities, Indigenous peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions. In recruiting for our organization, we welcome the unique contributions that you can bring. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.*

Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check** and proof of academic achievement.

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

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| **HR/LABOUR RELATIONS SPECIALIST POSITION DESCRIPTION** |

# Canadian Mental Health Association

Ottawa Branch

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| **Title**: HR/Labour Relations Specialist | **Reports to:** Director, People and Culture |
| **Program**: People and Culture | **Approved By**: Chief Executive Officer |
| **Date Approved**: June 2024 | **Date Revised:** |

*The Canadian Mental Health Association Ottawa Branch aspires to provide client-directed services and programs with and for people with mental health problems and to enhance, promote and maintain the mental health of individuals and communities through education and awareness*.

**Position Summary:**

Reporting to the Director, People and Culture, the Human Resources/Labour Relations Specialist will support activities related to the full employee life cycle including activities needed to support a unionized environment (collective agreement administration, labour-management committee, grievance handling, collective bargaining support, return to work and disability management, training needs assessment, recruiting in a unionized environment, etc.) The Specialist will be involved in policy development and will participate in committees such as the Joint Health & Safety Committee and Accessibility Committee. The Specialist will play a role in using and maintaining the data integrity of UKG, the Human Resource Information System (HRIS), including providing training to others and producing reports.

**MAJOR RESPONSIBILITIES:**

**Labour Relations**

* Plays a role in interpreting and administering the collective bargaining agreement, including advising managers on day-to-day matters.
* Supports Labour-Management Committee activities, as well as other committees such as Joint Health & Safety, Accessibility etc.
* Participates in grievance meetings and drafts preliminary written responses to grievances.
* Participates in labour negotiations including developing preliminary proposals, taking notes, and maintaining accurate documentation.
* Participates in conversations related to accommodation, return to work and disability management.

**Systems Administration Support (HRIS and other systems)**

* Maintains confidential employee records (new hires, terminations, staffing and salary changes, etc.) and monitors changes and provides information to Payroll.
* Creates reports (vacation balances and sick leave usage etc.) to ensure compliance with policies and the Collective Agreement.
* Participates in system enhancements and evaluation activities as well as supporting training and application support/guidance to HRIS users.

**Policy Development**

* Participates in the review of existing policies to ensure they reflect current practice.
* Identifies policy gaps, conducts best practice research, and writes policy to address gaps.

**Employee Life-Cycle**

* Develops recruitment strategies for targeted and difficult to fill positions.
* Supports the end-to-end recruitment process including job postings, resume screening, interviews, reference / background checks and candidate offer.
* Maintains complete and accurate documentation and records of recruiting activities.
* Provides support to new hires and hiring managers during the onboarding process.
* Supports activities related to incident reporting, WSIB, leaves, LTD, and other disability management or return to work programs.

**General**

* Acts as a contact for employee inquiries, questions or concerns, and communicates information to staff in-person, by email or during all-staff meetings.
* Maintains department files, including employee files, and completes audits of both physical files and electronic files to ensure information is up to date.
* Prepares regular and ad hoc reports as required for Management Team.
* Participates in various committees as required.
* Other duties as assigned.

**QUALIFICATIONS:**

**Education:**

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**Experience:**

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**Skills, Knowledge, and Abilities:**

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| DISCLAIMER This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required |

Approved by the Chief Executive Officer: Date: