

**RIVERSIDE HEALTH CARE FACILITIES INC.**  
**EMO, FORT FRANCES, RAINY RIVER**

**JOB DESCRIPTION**

**QUALIFICATIONS NECESSARY:**

- University degree in Human Resources management and/or Industrial Relations;
- Five to seven years of progressively responsible experience in a unionized environment, of which three to five years will be in a management capacity;
- Thorough knowledge of the employment legislation and regulations, legal principles and principles of common law applicable to the province of Ontario;
- Experience in the major sub-functions within human resources including employee relations, recruitment, training and development, change management and compensation systems;
- Knowledge of Payroll and Benefit principles and administration;
- Ability to communicate in a clear and compelling manner;
- must be able to demonstrate sensitivity, objectivity, confidentiality, good judgment and professionalism when handling all personnel-related issues
- Excellent organizational, problem solving, negotiation, and decision-making skills;
- Experience working in a healthcare or health related environment;
- CHRP designation an asset;
- **DEPENDABLE, COMPETENT AND CONTINUED ABILITY TO CARRY OUT RESPONSIBILITIES;**
- Must be physically capable of performing the essential duties of the position.

**GENERAL ACCOUNTABILITY:**

The Director, Employee Relations is accountable for the development, implementation and administration of all human resource and labour relation activities, including Payroll and Benefits Administration, ensuring compliance with legislative acts and regulations, collective agreements, corporate policies and achievement of strategic goals and objectives.

**SPECIFIC ACCOUNTABILITIES:**

1. Ensure compliance with, and consistent application of personnel policies, procedures, collective agreements and legislation by monitoring activities and providing direction to managers.

2. Protecting and promoting the interests of the corporation by taking the lead on behalf of the corporation in matters of union/employee grievance and conflict resolution, discipline, termination and negotiation of collective agreements.
3. Positively affect retention and employee satisfaction through annual reviews of non-union and management remuneration, ensuring comparability with the trends in the health care industry and other facilities of this size.

4. Actively promote positive employee and union relations by communicating openly and clearly, having regular meetings and discussions with union representatives, and acting and appearing to be fair and consistent in the application of collective agreements, policies and procedures.
5. Ensure a comprehensive and effective Human Resource service through the establishment and maintenance of a recruitment, orientation, absenteeism, performance appraisal, employee assistance and other personnel programs as necessary.
6. Occupational Health program inclusive of Staff Health, Infection Control and Safety.
7. Participate on corporate committees.
8. Provide direction to Payroll and Benefit administration.

**NATURE AND SCOPE OF THE POSITION:**

This position requires that it be alert to changes to the employment legislative acts and regulations as well as the outcomes of arbitrations and common law cases regarding labour relations and employment law. This knowledge is applied to situations that arise within the corporation.

This position is the principal accountable for employee and labour relations matters. It interprets, administers and ensures compliance with collective agreements and personnel policies; with the assistance of managers and directors it identifies issues for negotiations, it prepares for and leads the negotiations process; it recommends changes to compensation and benefits; it directs the processing of union and non-union grievances and works towards resolution; it leads disciplinary actions; it delegates to the Payroll/Personnel Officer the responsibility for benefit and payroll administration while retaining overall accountability.

The Director, Employee Relations provides guidance and counsel to senior management and managers on all Labour Relations and Human Resources related matters. It refers to legal counsel as necessary and maintains contacts with colleagues and related organizations for the purpose of determining industry standards, trends and activities. It meets regularly with union representatives for purposes of contract interpretation and resolution of grievances and conflicts.

This position recommends to the CEO strategy and position on matters that may lead to Union conflicts and costly arbitration processes.

This position is one where the individual is continually challenged to balance the interests of the corporation with the needs of the individual; it is charged with the responsibility for the consistent application of policies and procedures to ensure they are up-to-date in terms of organizational needs, best practices and changes to legislation and alternatively it must recognize appropriate exceptions and timely change, It is imperative that this position develop and maintain credibility and integrity with the unions, managers and all employees regardless of status. It is essential

that the incumbent is able to make effective decisions when policies, procedures and past practices are unavailable or unclear. Negotiations and conflict resolution are intrinsic to this position. Maintaining labour harmony is a principle goal

Decisions made by the Director will commit the organization. Decisions of a significant nature require discussion with and authorization of the Chief Executive Officer.

**DIMENSIONS OF THE POSITION:**

The Director, Employee Relations is the only human resource officer of the corporation. The position reports directly to the Chief Executive Officer along with five other Corporate Directors.

The other five are:

- . Director, Corporate Finance/IST
- . Director, Corporate Engineering
- . Director, Corporate Materials Management
- . Director, Corporate Food Services
- . Director, Corporate Patient Information Services

Five staff report directly to the Director, Employee Relations:

- . Two Payroll Clerks
- . Payroll/Personnel Officer
- . Infection Control and Occupational Health Co-Ordinator
- . Shared Administrative Assistant

The departmental budget is \_\_\_\_\_

The Director, Employee Relations is responsible for the administration of six collective agreements (two unions) and administration of policies and procedures affecting non-union and management staff. Legislation includes Labour Relations Act, Occupational Health and Safety Act, Human Rights Act, Employment Standards Act, Workplace Safety and Insurance Act, Pay Equity Act and Employment Equity Act and others. There are approximately six hundred employees distributed within four facilities, in numerous classifications, generally assembled into Support Staff, Professional/Technical and Management categories.