



Job Posting

Position:	Director of Human Resources and Labour Relations
Contract type:	Regular, Fulltime non-union
Start Date:	ASAP
Location:	3540 Morning Star Drive, Mississauga, ON L4T 1Y2
Salary:	\$92,000 - \$95,000
Perks:	Extended Health Benefits Paid Vacation and Sick Time
Hours:	35 hours/week
Deadline to apply:	May 10, 2024
How to apply:	Please email your resume with a cover letter to HR@mnsinfo.org

About MNS

MNS is a non-profit charitable organization that has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Job Summary:

As a member of the Senior Management Team, the Director of Human Resources and Labour Relations is responsible for fostering a highly functioning, collaborative and innovative culture that embraces diversity and inclusion. This is a standalone position, and the individual will manage the labour relation for the organization including negotiating and administering the Collective Agreement.

Duties:

- Support current and future business needs by identifying and attracting new talent and engaging, motivating, and preserving current talent for both union and non-union roles.
- Develop and administer a consistent and progressive compensation program including salary surveys and market research to ensure competitive rates within the sector
- Manage performance, salary administration, benefits and insurance programs
- Develop, revise, and recommend personnel policies and procedures.
- Developing and managing the Agency' Performance Management System. Ensures planning, monitoring, and appraisal of employee work results by training managers to

coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.

- Provide performance management guidance to supervisors, and support them in carrying out their responsibilities on personnel matters (supervision/coaching, mentoring professional development, and disciplinary actions); provide supervisors and staff members with coaching and resources to help resolve and prevent interpersonal and team conflicts and adapt to the organization culture
- Train and support all managers as they navigate and utilize the performance management system
- Staff Training and Professional Development
- HR Administration to align with the organization's objectives and legislative requirements.
- Risk Management to mitigate employment-related risks.
- Labour Relations Management to Interpret and ensure compliance with relevant legislation and Collective Bargaining Agreement and provide solutions, coaching and advice to the client group leadership.

Qualifications :

- Post-secondary education with a degree and certification in Human Resources Management,
- CHRP designation is a must, CHRL is an asset.
- Minimum five (5) years of experience in progressively responsible human resource roles
- Minimum three (3) years of experience in the human services non-profit sector.
- Minimum two (2) years of Labour relations experience in a unionized environment
- Experience working with ADP Workforce Now.
- Solid working knowledge of employment legislation: Employment Standards Act, Ontario Human Right Code, Occupational Health and Safety Act
- Strong organizational skills with the ability to prioritize tasks.
- Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset.
- Ability to function in a busy, open work environment.
- Competency in Microsoft applications including Microsoft Office 365, SharePoint, OneDrive, Word, Excel, and Outlook
- Adept to problem-solving and conflict resolution
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Strong coaching, counselling and mentoring skills to management and staff
- Professional in approach, a team builder, self-motivated, pays attention to details, and can take the initiative.
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within the past six (6) months.

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.

Personal Characteristics:

- **People-Centred:** You have a passion for deeply understanding people and work, and put them at the centre of everything you do
- **Entrepreneurial:** You're a self-starter who takes the lead in getting things done as well as figuring out what needs to be done
- **Operations Mindset:** Organized, Strategic, Process and Results Driven. You can take an idea and create a plan through implementation, and you bring people together along the way
- **Collaborative:** You're a master at getting things done cross-functionally and believe it's about the team, not the individual
- **High-energy:** You're infectiously optimistic and resilient, and bring positivity and forward momentum to any team you join

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