



KAIROS is a movement of people of faith and conscience – Indigenous, settler and newcomer – who share a commitment to ecological justice and human rights in Canada and beyond. KAIROS has approximately 35 staff located in offices in Toronto and Ottawa, and home offices in other parts of Canada. A joint ecumenical venture of the United Church of Canada, its members include ten churches and religious organizations.

Position Title: Advisor, Human Resources

Reports to: Executive Director

Hours of Work: 17.5 hours per week

Place of Work: Toronto, Ontario

Time Period: October 1, 2019 to December 31, 2020 with possibility for renewal

Salary: Based on \$72,000 annually (prorated for .5 time) plus enrollment in generous pension and benefits program at the United Church of Canada

Purpose:

The Human Resources Advisor provides advice and leadership to KAIROS in areas of staff recruitment and hiring, training/development, performance management, and policy. The Advisor provides consultation and human resources services and ensures compliance with Collective Agreements, relevant policies and procedures, government legislation and best practices in human resources management, liaising with the United Church of Canada as appropriate. This role is responsible for ongoing training on legislated and other required policies.

Key Position Functions:

Policy Development and Collective Agreement Interpretation

- Keeps informed of changes in legislation in the field of human resources and payroll, including but not limited to labour legislation, employment standards, human rights, workplace health and safety, and communicates to the organization as appropriate;
- Develops and proposes amendments to human resources policies as required;
- Ensures that policy is current, relevant and appropriate within the context of KAIROS, the legal environment and best practices in human resources management;
- Assists with the Collective Bargaining process;
- Assists with ongoing interpretation and implementation of the Collective Agreement.

Recruitment and Orientation

- Manages the recruitment process, ensuring that recruitment policies and processes are in keeping with the Collective Agreement, current employment legislation and labour market realities and trends;
- Provides support to managers involved in the recruitment process;
- Plans orientation processes, implementing organizational aspects of orientation.

Performance and Training

- Provides support to managers in performance management and advises on disciplinary processes;
- Manages the termination process when necessary, ensuring that packages are consistent with the Collective Agreement and/or legislation and common law;
- Manages and conducts mandatory and legislated training;
- Works with others to develop other training opportunities, either individual or collective.

Human Resource Support

- Supports the management level of the organization with advice, guidance and consultation in the areas of discipline, goal setting, terminations, resignations, transfers, conflict resolution and other employee relations issues;
- Provides information to staff on human resources administration issues;
- Prepares and/or reviews employment letters or other HR related letters; ensures payroll changes are accurate and timely;
- Participates in human resources-related committees on behalf of management as required.

Qualifications/Education/Competencies/Experience

- Commitment to the mission and values of KAIROS;
- Comfort working in an ecumenical Christian context;
- Sensitivity and capacity working cross culturally and with First Nations, Inuit and Métis people.
- CHRP/CHRL designation, or equivalent education and experience;
- University degree in a related field, or university degree plus professional training in human resources, with a minimum of three years of work experience;
- Experience with resources and tools used for HR management;
- Expertise in recruitment and termination processes;
- Knowledge of current human resources legislation;
- Knowledge of unionized environments;
- Experience in developing and leading training and educational sessions;
- Excellent communication skills, with the ability to inform in a clear and impartial manner;
- Predisposition to listen, hear and model openness to other ideas;
- Ability to build strong working relationships of trust, cooperation and support;
- Excellent human relations and interpersonal skills;
- Strong problem solving skills with the ability to anticipate obstacles and contingencies;
- Demonstrated skills in administration, time management, priority-setting, and situational analysis;
- Motivated self-starter who works well independently and in a team environment;
- Recognition of personal and professional boundaries.

Attendance at occasional evening and weekend meetings may be required.

Application deadline: Thursday September 12, 2019 at 4pm Eastern Time

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, persons of colour, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Please email applications to Susan James: sjames@kairoscanada.org

Please include "HR Advisor" in the subject line of your email.

We thank all applicants for their interest in the position. Please note that only those selected for an interview will be contacted.