

JOB POSTING

Position: Human Resources Administrator
Position Status: Full-time (35 hours/week) permanent
Work Model (Location): Hybrid (Toronto)
Salary: \$72,313.09
Application Deadline: August 11, 2022
Posting Reference: KAIROS-22-13
E-Mail: careers@united-church.ca
Web: www.kairoscanada.org

KAIROS: Canadian Ecumenical Justice Initiatives is an ecumenical movement for ecological justice and human rights. KAIROS includes three program Circles, a network of activists, and regional representatives, educators, and partners in Canada and around the world who help guide our work. We have offices in Toronto and Ottawa and home offices across the country.

The Human Resources Administrator supports the day to day administration of Human Resources matters in a unionized environment working collaboratively with KAIROS Executive Director, UCC Human Resource & Payroll Manager, Management Team, staff and, as required, relevant external stakeholders.

The Human Resources Administrator provides a variety of services to the organization in the areas of recruitment, selection, employee relations, research, salary administration, records management, performance management, policy interpretation. They provide functional counsel in the interpretation and application of policies in KAIROS in compliance with collective agreements, the steering committee, relevant policies and procedures, government legislation and best practices in human resources management, in collaboration with United Church of Canada as appropriate.

Primary Areas of Responsibility

1. HR & Payroll Administration

- Manage the recruitment cycle- create/update job descriptions and postings, conduct interviews, reference checks, produce offer letters;
- Plan orientation processes, implementing organizational aspects of orientation and provide orientation and training (Occupational Health & Safety & WHMIS) to new employees;
- Ensure that recruitment policies and processes are in keeping with the Collective Agreement, current employment legislation;
- Coordinate with Supervisor and IT for access to United Church software, e-mail, databases, equipment and tools – onboarding and off-boarding;
- Develop an HR electronic filing and retrieval system, and tracking systems (i.e. staff complement – update and maintain and produce ad hoc reports, as required);
- Set-up and maintain internal controls, for filing and retrieval systems, ensuring data integrity for audit purposes;
- Prepare employee data forms for payroll changes, ensuring payroll changes are accurate and timely, for authorization and send to UCC HR, together with any required documentation, by monthly payroll cut-off date;
- Recommend process improvements for more efficient workflow and/or the roll-out of new programs/systems;
- Manage the termination process when necessary, ensuring that packages are consistent with the collective agreement and/or legislation and common law; and
- Access time management needs, working with Finance, and provide recommendations to either purchase a Time and Attendance Management system or develop new resources in-house;

- Provide administrative support to Sr. Directors with HR related tasks as directed.
2. **Policy Management and Collective Agreement Interpretation**
 - Maintain and update KAIROS HR Policy Manual;
 - Ensure that policies are current, relevant and appropriate within the context of KAIROS, the legal environment and best practices in human resources management;
 - Provide input, develop and propose amendments and recommendations for changes to human resources policies, procedures and practices; and
 - Keep 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, etc., and communicates to the organization as appropriate;
 3. **Resource and Advice**
 - Respond to queries about HR-related issues (i.e. vacation, benefits, salary etc.), from employees and the Management Team, as first point of contact;
 - Support the Directors and Management Team with advice, guidance and consultation including in the areas of discipline, goal setting, performance management, terminations, resignations, transfers, conflict resolution and other employee relations issues;
 - Assist with Collective Bargaining process and ongoing interpretation and implementation of the Collective Agreement, as requested; and
 - Participates in human resources-related committees on behalf of management as required.
 4. **Occupational Health & Safety**
 - Develop and execute health and safety plans in the workplace according to legal guidelines;
 - Conduct training and presentations for health and safety matters and accident prevention, when needed;
 - Participate as a member of the Occupational Health & Safety Committee, including minute taking, transcribing and distribution and other correspondence;
 - Prepare and enforce policies to establish a culture of health and safety;
 - Evaluate practices, procedures and facilities to assess risk and adherence to the regulations;
 - Monitor compliance to policies and regulations by inspecting operations regularly;
 - Recommend solutions to issues, improvement opportunities or new prevention measures; and
 - Report on health and safety inspections and compliance.

All KAIROS staff will exhibit practices that recognize and uphold principles of diversity, equity, inclusion (DEI), anti-colonialism, anti-racism, and anti-oppression (ARAO), exemplifying these principles in their day-to-day interactions with colleagues, partners, hosts, members, donors, supporters, and the public, and contribute to the organization's DEI and ARAO development at the individual, team, and organizational levels.

QUALIFICATIONS

- University degree in a related field and CHRP/CHRL designation; and
- Education specialized in human resources, labor or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences or other field related to the position is an asset;
- 5 years of related experience working as part of a human resources team while providing advice/guidance in an HR discipline together with experience in the application of Human Resources policies;
- Familiarity with KAIROS and positive regard for its programs and structure;
- Experience in unionized environments including practical hands on experience with collective bargaining processes and applicable legislation;
- Practical knowledge of the not-for-profit sector;
- A solid understanding of employment legislation and best practices;
- Experience with HR and Payroll resources, systems and tools;

- Experience in developing and leading training and educational sessions;
- Expertise in recruitment and termination processes;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Excellent communication (verbal and written), interpersonal, teaming skills with the ability to inform in a clear and impartial manner;
- Solid research, writing, editing and proofreading skills with a keen eye for attention to detail and an awareness of communication vehicles;
- Strong planning, administration and organization skills with the ability to prioritize and translate plans into action and use resources effectively and efficiently;
- Flexibility to switch easily from one task to another to effectively juggle multiple tasks at the same time as situations or priorities change in a fast-paced environment;
- Commitment to the mission and values of KAIROS its programs and structure, and comfort working in an ecumenical Christian context;
- Ability to work with ambiguity, complexity, and difficult situations as they relate to Human Resources;
- Motivated self-starter who works well independently and in a team environment;
- An innovative problem solver who anticipates obstacles and contingencies;
- Ability to build strong working relationships and instill trust, cooperation, confidentiality, support, objectivity and neutrality; Ability to deal with highly emotional situations and remain impartial;
- Predisposition to listen, hear and model openness to other ideas;
- Good judgment, diplomacy and resourcefulness when dealing with confidential information and sensitive situations;
- Recognition of personal and professional boundaries.

Working Conditions

- A hybrid work model that includes in-office working days in the UCC General Council Office or KAIROS office in Toronto, Ontario;
- Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time.
- Attendance at occasional evening and weekend meeting/events may be required.

HOW TO APPLY

Interested applicants are invited to submit their cover letter and resume with **KAIROS-22-12** in the subject line to: careers@united-church.ca Internal applications will be given first consideration.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and KAIROS' Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance. We thank all applicants and will contact the individuals selected for an interview. No phone calls please.