

Human Resources Business Partner- Labour Relations Specialist **Non-Union (Permanent Full-Time)**

About the Perth and Smiths Falls District Hospital

The two hospital sites are located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centers such as Kingston, Brockville and Ottawa. On the banks of the Rideau Canal system – a UNESCO World Heritage Site, the Perth and Smiths Falls District Hospital (“PSFDH”) plays an important role in the lives and well-being of the 65,000+ residents living within its catchment area. The PSFDH is an organization with an exemplary accreditation status that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. The PSFDH’s mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

With 750 employees, a medical staff of approximately 150 physicians, 250 volunteers and an operating budget of approximately \$63.7 million, the PSFDH plays an important role in the provision of services itself, but also as part of regional initiatives aimed at creating efficiencies and better care for all patients and their families.

About The Opportunity

Reporting to the Manager of People & Culture, the incumbent will be working with the management, staff & unions to foster a positive & collaborative labour relations climate. The incumbent will assist the Hospital by providing expert consulting services, representation, support and advice for complex labour and employment related matters including: the interpretation and application of Collective Agreements, policies & procedures, collective bargaining, grievance handling and resolution, mediation and arbitration, conflict investigation and resolution, discipline and performance management. The incumbent will also lead and/or be an active participant in corporate and various department projects, as required that have employment law and labour relations components and impact.

The incumbent is responsible for partnering with leaders to provide trusted advice in the areas of: labour relations, corporate wellness, attendance management, employee engagement, employee performance management, and human resources planning (e.g. recruitment and succession planning). As part of the role of an HR Business Partner, the incumbent is also responsible for sharing client feedback across Human Resources and helping to address client concerns; and for acting as a solutions broker who can help “triage” client issues and bring the right people together to help find a solution.

In consultation with the Manager of Human Resources, they shall identify, review, update, and implement human resources policies and procedures to ensure strategic alignment with the corporate mission, values, and goals.

She/he supports the Patient and Family Centered Care philosophy and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and the PSFDH’s corporate and departmental policies and procedures.

Duties & Responsibilities

- Provide employee and labour relations consulting services, representation, advice and support to management/staff on relevant labour and employment related issues, including collective agreements, interpretation and application, matters involving employee discipline, performance management, harassment, conflict and other related issues
- Analyze, interpret, and advise on a wide range of complex employment and labour relations matters and the application of various employment related documents, including collective agreements, legislation, policies, procedures, etc.
- Conduct investigations into complaints and other matters such as harassment, discrimination, conflicts, etc., write detailed reports and recommend appropriate disciplinary and/or administrative actions, when necessary
- Act as lead representative for the organization during various stages of the grievance procedure (including grievance investigation, research, preparation, presentation, recommendation, representation and resolution when appropriate)

- Act as a resource for information pertaining to employee/labour relations issues in accordance with organizational policies/procedures/collective agreements
- Ensure that grievances are administered in accordance with the collective agreement, accepted practices, established parameters, and in the best interests of the organization
- Lead and/or support the organization in various meetings and stages of dispute resolution and other employment related forums, including grievance and arbitration hearings, conciliation, mediation, Human Rights complaints, Labour Relations Board hearings, Pay Equity disputes
- Negotiate and/or facilitate resolutions to disputes and conflicts involving employees, unions, other institutions when required
- Lead and/or participate in all aspects of the collective bargaining process, including research, preparation, drafting proposals, costing and negotiating
- Coordinate, lead and act as a chairperson on various committees, including Redeployment Committees, Grievance Committees, Labour Management Committee, Job Evaluation Committee or similar committees
- Establish positive working relationships with all clients and stakeholders including union representatives, managers, employees and others in order to foster a positive and co-operative/collaborative working climate
- Conduct legal and other forms of research as required (i.e.: benchmarking data, preparation for local collective bargaining
- Lead in the development and implementation of processes and tools designed to assist managers
- Act as a resource to the Occupational Health & Safety Department, managers, union representatives, and employees in accommodation and disability related cases, as required
- Review, develop and implement employment and labour relations policies and procedures
- Ensure compliance with policies and procedures, legislation and collective agreements
- Lead in ensuring implementation of contract revisions in an orderly fashion, following contract ratification
- Advise staff/management/payroll of financial changes following contract ratifications
- Inform staff/managers re: changes in government regulations and collective agreements
- Lead in developing and delivering training to management on labour and employment related subjects
- Assist with implementation of labour relations aspects of annual Human Resources Plan and other special projects
- Counsel and advise managers concerning the management of staff
- Interpretation of collective agreements, policies and legislation

The Ideal Candidate

- Post-secondary education in labour relations or Human Resources or an equivalent combination of education, training and experience; healthcare sector experience preferred
- Five years of progressive experience & responsibility in labour relations/Human Resources, experience in a multi-unionized environment, inclusive of experience with grievance handling, labour relations, investigations, collective bargaining, discipline & discharge, performance management
- Demonstrated collective bargaining, conflict management and negotiation skills
- Excellent planning, organizational, prioritization, and time-management skills
- Significant coaching and mentoring skills
- Excellent verbal & written communication, report-writing and presentation skills, critical thinking, conflict resolution and negotiation skills
- Extensive in-depth knowledge/experience of legal principles, legislations, policies and labour relations management.
- Professional Designation (e.g. CHRP, CHRL), preferred

Closing date: September 29, 2023 at 4:00 pm

To learn more about this exciting opportunity, or to submit your cover letter and resume, in confidence, please contact Human Resources, at HR@psfdh.on.ca

For more information on PSFDH and its programs and services, please visit www.psfhdh.on.ca

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.