

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2022-142

POSITION TITLE: Contract Senior Manager, Human Resources	
DEPARTMENT: Human Resources	STATUS: Contract Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATE: ASAP for 9 months
REPORT TO: VP, People, Talent and Culture	HOURLY RATE: Commensurate with experience
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Senior Manager, Human Resources reports directly to the Vice President People, Talent and Culture. They lead and manage the team responsible for all facets of recruitment across the organization and support the senior leaders in the Human Resources department in matters relating to HR systems and reporting, training/development/learning, job descriptions and JJE; as well as employee relations, and labour relations., There are over 950 staff from multiple disciplines across more than 50 programs and 32 locations at The Neighbourhood Group Community Services (TNGCS).

The Senior Manager assists the Vice President to implement the overall talent acquisition and retention strategy. The incumbent fosters a strong partnership with key participants across the organization. They provide strategic level support to management to ensure the best alignment of the recruitment needs of the function or location, build the plan then execute on those plans with the service and/or program area lead. The incumbent is expected to provide a high level of customer service to all parties. The Senior Manager is expected to foster respectful and positive relationship across the agency and embody TNGCS's decent work and EDI values. The incumbent supervises an HR Generalist and Administrators.

MAJOR DUTIES:

- Ensure all recruitment/onboarding/orientation activities are done with an intentional focus on diversity, equity, and inclusion.
- to ensure high quality talent is attracted and positions are filled on time in a cost-effective manner and to the satisfaction of hiring managers.
- Provide employee relations support to program and services areas across TNGCS.
- Provide input to, and support implementation of HR strategies, policies, and procedures.
- Counsel on the interpretation, administration, and application on multiple Collective Agreements
- Lead the implementation of the Human Resources Information System (HRIS) as subject matter expert, maintain backend of the system, working closely with Finance to ensure data quality and integrity
- Develop training, professional development and learning strategy for TNG.
- Develop the H & S strategy to ensure compliance with Occupational Health and Safety, Accessibility, and related legislation that meets or exceeds requirements.

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's degree in Human Resources or related field.
- CHRL certification or equivalent, in progress required.
- Proficiency in Microsoft Office (Word, Excel, Power Point) and HRIS systems, WFN an asset.
- Joint Health and Safety Committee certification is an asset.
- At least seven (7) years proven experience in recruitment along with a minimum of three (3) as a supervisor/leader of a team preferably in a health care environment.
- Knowledge and experience in a wide range of recruiting policies, practices, strategies and trends and the ability to leverage technology to improve the talent acquisition effort.
- Experience practicing HR in a unionized environment and demonstrated knowledge/experience interpreting collective agreements.

**To apply, submit your resume and cover letter with "TNG2022-142" in the subject line of your email to:
careers@tngcs.org**