



Manager, Human Resources, Occupational Health & Safety

Reporting to the President & CEO, the Manager, Human Resources, Occupational Health & Safety is a key member of the leadership team who provides advice, leadership, support, and guidance hospital wide. The successful incumbent is responsible for providing day-to-day HR support in accordance with the strategic plan; and Campbellford Memorial Hospital's purpose and values. The Manager, Human Resources, Occupational Health & Safety will analyze and implement regional integration strategies among other hospitals, health care agencies and potential partners in the public or private sectors along with following legislation and collective agreements including specific regulations related to the role. This role provides oversight to the Human Resources, Occupational Health and Safety, Payroll & Scheduling departments.

MAJOR DUTIES AND RESPONSIBILITIES:

- The administration, coordination and direction of support and technological functions and activities to help ensure effective and efficient provision of the functional areas within the hospital.
- Participates in the development and implementation of policies and procedures in accordance CMH's strategic initiatives and objectives, including meeting industry professional practice, legislative and data quality standards.
- Responsible for the research, development, coordination, and proposal for renewal of any/all collective agreements held within CMH.
- Develops and implements hospital-wide programs to comply with changes in pension, pay equity, employment equity, occupational health and safety, human rights, employment standards legislation and administers salary and policy issues and resolves employee relations disputes.
- Working in compliance with the Hospital's collective agreements and policies and procedures, is responsible for the management of labour relations and management of the grievance/arbitration process, including mediation, conciliation, and arbitration.
- Responsible for providing guidance, direction, and support to both management and employees on all matters related to Human Resources policies, practices and regulations, including, but not limited to, Workforce/Organizational Planning, Recruitment & Selection, Employee & Labour Relations, Absence Management, Performance Review Planning, Health & Safety, and Training & Development.
- Acts as a Regional liaison for CMH including meeting all reporting requirements and obligations internally (for example Board level reporting) or externally (for example OH reporting) and participates on internal and external committees as required.
- Develop, implement, deliver and maintain corporate level safety programs and policies, including workplace violence prevention, safety engineered medical devices, industrial hygiene and respiratory protection programs.
- Collaborate with internal and external stakeholders to design programs focusing on physical, social, mental and psycho-social well-being of employees and professional staff at CMH.
- Conduct ongoing hazard identification, safety audits, environmental investigations and risk assessment and perform Occupational incident follow ups and investigations and provide recommendations to minimize/mitigate or eliminate risk. Evaluate program performance and recommend improvements, provide subject matter expertise to project plans and business cases.
- Performs other duties including on call duties as required for urgent health and safety issues, including but not limited to critical injuries, workplace violence injuries, as may be assigned by program leadership.

The above duties and responsibilities are not to be considered all-inclusive. May be requested to complete other duties in the interest of the efficient operations of the Hospital or effective patient care.

EDUCATION/EXPERIENCE:

- Diploma or Undergraduate Degree in Business/Human Resources or a combination of a degree and post-graduate certificate/diploma in Human Resources Management, Business Administration or related field
- Certified Human Resources Professional/Leader (CHRP/CHRL) designation
- 5-10 years progressive experience in a human resources environment is required
- 2+ years of leadership/managerial experience is preferred
- Experience working within a unionized environment is required
- Previous experience and working knowledge of ESA, Human Rights Code, Pay Equity, Occupational Health and Safety Act, WSIB and any other relevant legislation.
- Previous experience in healthcare and/or non-profit environment an asset

SKILLS AND ABILITIES:

- Demonstrated commitment to our core values of Compassion, Learning & Innovation, Excellence, Accountability and Respect
- Evidence of effective communication, and conflict resolution skills with the ability to develop positive working relationships with all stakeholders promoting collective problem-solving approaches.
- Demonstrated commitment to leading edge interprofessional practice standards with knowledge and commitment to a shared governance philosophy and practice.
- Demonstrated attention to detail and adherence to policy and protocol are required to ensure that standards are met.
- Excellent interpersonal skills with a strong orientation to team development, mentorship, and staff empowerment.
- Proven leadership/management skills including strong financial, human resource, quality and change management, proven program planning, development, evaluation, and utilization experience.
- Ability to effectively guide, direct and assist staff to continuously improve performance.
- Demonstrated ability to work independently and be self-directed.
- Demonstrates a professional and respectful attitude to patients, public, volunteers and colleagues and fosters good public relations and effective working relationships.
- Ability to respond to many simultaneous/competing demands from multiple stakeholders.
- Computer/technical proficiency in Microsoft Office, HR Information Systems, Payroll Systems and Scheduling systems.
- Flexible approach to work, resilience, and ability to positively represent CMH.

HOW TO APPLY:

Email your resume and cover letter to careers@cmh.ca with the job title and competition number **M24-01** in the subject line. Those selected for an interview will be contacted.

OUR HOSPITAL:

At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres.

OUR COMMUNITY:

Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.