



**Radius Child & Youth Services**™  
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## **Human Resources Manager- Part-Time Permanent**

*This role is part-time, 3 days per week (21.75 hours). The days/hours are flexible depending on candidate preference. However, this role will be required to work 1 day/week in our Etobicoke office, 1 day/week in our Oakville office and can work 1 day/week from home.*

### **Position Summary**

The Human Resources Manager is responsible for ensuring that all Radius office locations are provided with strategic human resources support and direction. This role will be a key in establishing a culture that exemplifies our core values of; people first, better together, and operating with integrity and excellence.

### **Key Responsibilities**

- Counsel and provide guidance and direction to staff and management on human resource related topics/issues.
- Manage the Human Resource Information System (BambooHR).
- Work with staff and management to facilitate staff development and training opportunities.
- Support the diversity, equity and inclusion initiatives at Radius.
- Communicate and ensure compliance and consistency with policies and compliance with all employment related laws and legislation.
- Manage the full life-cycle of recruiting and continuously improve our recruiting tools so Radius can attract, retain and motivate high quality talent.
- Manage Radius benefits plan; including negotiating annual contract, reviewing monthly statements, enrolling and terminating staff and adjusting terms as required.
- Develop and maintain all HR and people related policies and procedures and provide guidance and interpretation to staff.
- Identify and work with external consultants/service providers.
- Develop and oversee the development review process.
- Submit payroll changes bi-weekly and act as back-up to Finance Manager for payroll processing.
- Serve on and/or chair several internal committees including; Labour Management Consultation Committee (LMCC), Joint Health and Safety Committee, Accreditation Committee, Anti-Racism and Anti-Oppression Committee (ARAO).
- Responsible for all HR information collection, reporting and metrics.
- Design, plan and implement labour relations programs and policies in support of the overall HR strategy.
- Lead labour relations processes including arbitrations, discipline and termination procedures.
- Participates in the negotiations for; and the administration of the collective agreement.
- Ensure appropriate interpretation and compliance with collective agreement.
- Act as a subject-matter expert for labour relations across the organization and ensures appropriate levels of training for management across all operations.
- Support risk assessment process and Ministry reporting requirements as they relate to people resources.
- Provide assistance on other projects as required and partner with our community partners on key strategic initiatives.



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## **Education & Experience**

- Undergraduate degree in Human Resource Management or Commerce/Business Administration. Masters level degree in Business related field an asset.
- 6-8 years of professional experience with demonstrated progressive and hands-on HR management experience of at least 3 years.
- Must possess CHRP, ideally has CHRL designation or be in progress.
- Previous union experience is required and if in not-for-profit environment this would be a definite asset.

## **Knowledge & Key Competencies**

- Commitment to actively promoting Radius Child and Youth Services mission, vision, and core values.
- Ability to be a self-directed, work independently and be results-oriented.
- Skilled at prioritizing, setting and meeting deadlines.
- Strong strategic and problem-solving skills.
- Thorough working knowledge of Microsoft Office software. (including Word, Excel, MS Project)
- Must be accurate and efficient, high energy, comfortable performing multifaceted projects in conjunction with day-to-day activities
- Strong oral and written communication skills.
- Superior interpersonal and coaching skills.
- Skilled at maintaining a high level of confidentiality.
- Bilingualism (French/English) is an asset.

*Radius Child and Youth Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process. This document is available in alternate format(s) upon request.*

*Please note that all successful candidates must provide a satisfactory vulnerable sector police records check prior to the commencement of employment. Radius Child and Youth Services appreciates all applications; however, only those selected for an interview will be contacted.*

Part-time hours: 21.75 per week

Job Types: Part-time, Permanent

Salary: \$42.00-\$45.00 per hour

Benefits:

- Casual dress
- Company events
- Dental care
- Disability insurance
- Extended health care



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- Flexible schedule
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Tuition reimbursement
- Vision care
- Wellness program
- Work from home

Schedule:

- Monday to Friday
- No weekends

Education:

- Bachelor's Degree (preferred)

Experience:

- human resources: 5 years (required)
- union: 1 year (required)

Licence/Certification:

- CHRP (required)

Work remotely:

- Temporarily due to COVID-19