

Human Resources Administrative Liaison

Bloorview School Authority is a Section 68 educational facility that provides innovative school programs to children and youth with special needs. Bloorview is seeking a dynamic Human Resources professional who will be accountable for facilitating daily functions in Human Resources as a Generalist, including but not limited to full-cycle recruitment, fostering positive employee relations, health and safety, ensuring compliance with regulations and legislation, and best practice initiatives. Reporting to the Director of Education/Principal, the Human Resources Administrative Liaison will also act as the Executive Assistant to the Director, Principal, and the Board of Trustees. The ideal candidate will possess exceptional skills and experience in multi-tasking and possess a significant track record in organizing and managing a diverse number of projects. This is a 12-month, non-unionized position.

SUMMARY OF DUTIES

- Oversee Human Resources functions including recruitment, onboarding, labour relations, attendance and disability management, training, and administer payroll, benefits, and pensions for the school
- Provide confidential administrative support to the Director, Principal and Board of Trustees as their Executive Assistant
- Prepare and take minutes for Board meetings, negotiations, grievance meetings and arbitration hearings
- Oversee entry of all Ministry data and statistical reports in accordance with timelines; prepare, edit and format Board reports
- Manage and maintain accurate employee records
- Attend and participate in staff meetings, JHSC meetings, and other meetings as required
- Assist in the replacement of teaching, support staff, and any staffing requirements using the substitute call-out system
- Manage and maintain up-to-date records, guidelines and reports in accordance with Ministry and Board policies and procedures
- Act as the liaison for the school with external organizations such as Holland Bloorview Kids Rehabilitation Hospital, other school boards, and service providers
- Coordinate and manage special events and projects as assigned
- Assist in the development of the school budget
- Other related duties as assigned by the Director and Principal

REQUIRED QUALIFICATIONS

- Post-secondary education in Human Resources or in a related field with a minimum of 5 to 7 years of progressive experience in Human Resources, or an equivalent combination of education and experience
- Strong verbal and written communication skills (should be able to adapt communication style to suit different audiences)
- Effective interpersonal skills, including tactfulness, assertiveness, strong listening skills, and persistence
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality
- Strong organizational, problem-solving, and time management skills; proven ability to take initiative to lead process change
- Ability to work well autonomously and in a team environment; flexibility to adapt to a changing work environment
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner
- Strong understanding of the Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, Employment Equity Act, and other related legislations
- Proficient computer skills, including Microsoft Office Applications and Google G Suite

DESIRED QUALIFICATIONS

- Knowledge and understanding of School Board and Ministry policies and procedures, collective agreement administration, employment/labour legislation and Ministry directives
- Experience working in a unionized environment
- Experience with ADP Workforce Now (or any Human Resources Information and/or Payroll systems)
- Experience with SmartFind Express (substitute call-out system)
- Completed Joint Health and Safety Certificate Training (Part 1 & 2)
- Current First Aid and CPR certification

START DATE: January 9, 2020 (or as mutually agreed upon)

HOURS: 7.5 hours a day, Monday to Friday

Only those selected for an interview will be contacted. Please submit your cover letter, resume, and the names of two (2) professional references (including a current supervisor) by 3:00 PM on January 3, 2020 to:

Elizabeth Lee, Human Resources
Bloorview School Authority
careers@bloorviewschool.ca
Phone: (416) 422-7042

Bloorview School Authority is an equal opportunity employer committed to promoting an environment of diversity, inclusiveness and accessibility. If you require accommodation during any stage in the recruitment process, please contact Human Resources at 416-422-7042.