



Human Resources Associate-- Employee Relations & Talent Acquisition

South Huron Hospital Association (SHHA) is looking for an experienced Human Resources professional to fill the key role of **Human Resources Associate- Employee Relations & Talent Acquisition**.

The South Huron Hospital Association serves the Municipality of South Huron and adjacent communities with a catchment area in excess of 19,000 residents. It is located in the town of Exeter, approximately 30 minutes north of London. Providing Inpatient, Outpatient, Emergency, Diagnostic, Walk-in and Ambulatory services, the 120 staff of SHHA proudly serve the community as "The Little Hospital That Does."

Description:

The **Human Resources Associate-- Employee Relations & Talent Acquisition** is responsible for the coordination and administration of our most valuable resource – our employees. Working with Administration, you will design and implement solutions, strategies, processes, programs and policies in an environment with both unionized and non-unionized staff and functioning in a generalist capacity.

Key contributions include:

- oversight to all aspects of recruitment and retention functions and processes including on-boarding to support a positive employee experience and enable SHHA to attract and retain talented employees
- provide back-up support to payroll and benefits administration functions
- support and facilitate accommodation, performance and attendance management programs
- provide guidance and support to leaders regarding occupational health and safety issues management as well as serving on the Joint Health and Safety Committee
- serve as a lead resource and advisor regarding employee and/or labour relations and collective agreement interpretation, including the development of work schedules
- offer oversight and consultation regarding AODA and lead SHHA's initiatives to ensure improved accessibility
- conduct analysis and assessment on the Human Health of the organization considering best practices, standards and peer benchmarking to ensure an efficient and healthy organization
- plan, organize, and track employee and leader development programs
- coordinate and oversee student and volunteer placements
- participate in leader on-call responsibilities

Experience & Qualifications:

- 5-10 years of Human Resources experience in a unionized, fast-paced environment
- undergraduate degree and certification as a Human Resources Professional or Human Resources Leader preferred or college diploma and equivalent experience as a human resources generalist or in human resources management
- experiences in a health care facility and with ONA, UNIFOR, and/or OPSEU collective agreements are definite assets
- knowledge and experience with labour and employment laws and other relevant legislation
- commitment to nurturing and supporting a safe work environment, free of violence and harassment
- motivation and an appreciation for detail, continuous improvement, organizational culture, and professionalism
- demonstrated ability to communicate, problem solve and deliver results on time
- excellent and proven communication and interpersonal skills
- high level of initiative and self-direction

Salary: To be negotiated

Deadline for Application: Friday, August 17th 2018 (*will remain open until filled*)

How to Apply: Interested applicants may forward a cover letter and resume in confidence, no later than 12noon on the deadline date, by mail or email to:

Human Resources
South Huron Hospital Association
24 Huron St W
Exeter ON, N0M 1S2
E: human.resources@shha.on.ca

Your interest in this opportunity is appreciated. However, only those applicants selected for an interview will be contacted.

South Huron Hospital Association is committed to providing a safe, healthy and inclusive work environment that inspires respect. SHHA encourages applications from persons with disabilities and we are committed to providing accommodations upon request.