

JOB OPPORTUNITY

PROGRAM MANAGER – HUMAN RESOURCES

Posting Date:	March 20, 2024	Closing Date:	April 5, 2024
Location:	District-Wide	Position Type:	Full-Time, Temporary till March 2027
Salary Range:	\$97,763 - \$119,103	Expected Hours:	35 hrs / week

POSITION SUMMARY:

The Timiskaming Health Unit is seeking a results-oriented, self-directed, and motivated individual, knowledgeable in human resource management to join our team. Reporting to the Director of Corporate Services, this manager level position will support the Human Resource requirements of the organization, while contributing as part of the management team to overall operations of the agency. The incumbent will also provide human resource knowledge and experience as Timiskaming and Porcupine Health Units navigate their upcoming merger. The opportunity exists to transition to a permanent position for the candidate with the right qualifications and skills.

JOB RESPONSIBILITIES:

- Develop and implement human resource strategies aligned with the organization mission and goals;
- Oversee recruitment and retention policy and process;
- Manage employee relations, addressing concerns and fostering a positive work environment;
- Human Resource Development including staff training;
- Maintain compliance with relevant labor and health and safety regulations;
- Special Projects, including merger planning, as assigned.

QUALIFICATIONS:

- Bachelor's degree in Human Resource Management, Business Administration or equivalent;
- Designation as a Certified Human Resource Professional (CHRP) or Certified Human Resource Leader (CHRL) is required;
- Minimum five (5) years' experience in a human resource management position, within a unionized environment;
- Excellent verbal and written communication skills;
- Demonstrated ability to work within diverse team setting;
- Ability to handle sensitive and confidential information with discretion;
- Travel will be required to office locations within the organization boundaries;
- Required to comply with the Health Unit's immunization policies, which requires vaccination against COVID-19 unless valid medical exemption is provided;
- Fluency in both official languages is an asset.

HOW TO APPLY:

Only those candidates selected for interviews will be contacted. Please apply to:

Randy Winters, Director of Corporate and Protection Services

wintersr@timiskaminghu.com

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