HUMAN RESOURCES LEGAL MANAGER
JOB DESCRIPTION

<table>
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<tr>
<th>Department</th>
<th>Legal Department</th>
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<tr>
<td>Immediate Supervisor</td>
<td>Senior Legal Counsel</td>
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<tr>
<td>Location</td>
<td>Sudbury</td>
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<tr>
<td>Salary Range</td>
<td>$89,850 - $110,504</td>
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PURPOSE STATEMENT
Reporting to the Senior Legal Counsel, the Human Resources Legal Manager is responsible to utilize legal counsel experience and education in the following areas: human resources, labour relations, administrative supports, and organizational development activities of Kina Gbezhgomi Child and Family Services and ensuring the strategies of these areas of responsibility are aligned with the business objectives of the agency. Human Resources Legal Manager is a member of the Senior Management Team and a resource to the Board and its Committees.

MAIN DUTIES & RESPONSIBILITIES

Agency Planning

1. Participates in the development and implementation of the Human Resource Strategic Plan
2. Participates in strategic planning including service planning, human resource planning and budget preparation activities that are reviewed in line with Ministry funding allocations.
3. Develops an appropriate human resources plan reflecting projected service requirements.
4. Monitors service levels and quarterly data reports to adjust the human resource plan as required.
5. Generates transition plans and set priorities to facilitate organizational realignment, where required, including consultations with staff and other groups.

Human Resource Services

1. Ensures all necessary human resource policies, programs, and procedures are developed and implemented in accordance with relevant legislation and best human resources practices.
2. Serves as a legal resource to senior management team on human resource issues and initiatives.
3. Develops, implements, and manages an appropriate employee recognition program.
4. Establishes policies and procedures/mechanisms for performance management; provides consultation and support to managers and supervisors with respect to performance management and staff disciplinary decisions.
5. Ensures the appropriate maintenance and security of Human Resources Employee data including the integrity of data in the HRIS/information management systems, in consultation with IT, as appropriate.
6. Oversees attendance and disability management and ensures procedures are in place to provide employees with modified work opportunities and early return to work, as appropriate.
7. Approves human resource program delivery expenditures within delegated approval guidelines.

Compensation and Benefits

1. Ensures consistent application of all compensation and benefits policies and practices across the agency.
2. Evaluates the compensation and benefits programs and recommends improvements to align with agency goals.
3. Interpret benefits policies, counsel on issues, and undertake interventions, as required.
4. Researches and collects local compensation trends information, providing Senior Management Team with meaningful summaries of compensation trends to help optimize compensation and understand the competitive landscape.
5. Develops, implements, and maintains appropriate job descriptions, job evaluation and classification processes needed in the agency; participating in related committee work as required.

Labour Relations

1. Provides legal expertise, support, and advice to all organizational levels on matters related to labour legislation and labour relations practices.
2. Manages the administration of the grievance and grievance resolution process including culturally appropriate mechanism in conflict resolution.
3. Participates in regular Management meetings.
4. Facilitates alternative dispute and conflict resolution approaches for issues of concern identified by the Senior Management team.

Organizational Development and Training

1. Develops, implements, and manages effective procedures for employee orientation and initial training.
2. Assists in and contributes to the development and administration of the staff training budget.
3. Ensures the development of a staff training plan for the agency; ensures the delivery of training both internally and externally.
4. Generates opportunities for relevant and necessary professional training and development.
Occupational Health & Safety

1. Oversees the Health & Safety function within the agency, including being the core management representation to the Joint Health & Safety Committee, and contributes to the resolution of health/safety concerns in the workplace.
2. Ensures Health & Safety certification training is provided to Joint Health & Safety Committee Members as necessary
3. Oversees processes to ensure proper management of agency Worker Safety & Insurance Board claims
4. Oversees the completion of WSIB and Long-Term Disability forms, liaises with insurance representatives, finance team members and maintains close contact with injured workers.
5. Develops and implements return to work plans for injured workers.
6. Ensures agency compliance with all health and safety related legislation, regulations, and directives.

Recruitment & Retention

1. Oversees, develops, and implements the recruitment and selection process ensuring effective procedures for acquisition and retention of qualified candidates.
2. Develops a recruitment and retention strategy that contributes to the strategic direction of the agency.
3. Negotiates offers of employment and provide legal oversight of contracts, salary grid placements along with respective management team members.
4. Ensures succession planning processes are in place in support of staff development and advancement, and to facilitate recruitment/selection.

Senior Leadership

1. Exemplifies and inspires behaviours, actions and attitudes that are consistent with Kina Gbezhgomi Child and Family Services mission, values, and strategic plan.
2. As a member of the Senior Management Team, sets the overall direction of Kina Gbezhgomi Child and Family Services and provides strategic advice to the team on Human Resources matters
3. Provides legal advice to the Senior Management Team on future needs and the impact of emerging trends and priorities.
4. Provides leadership for the operational success of the HR department.
5. Articulates and constantly monitors key metrics of the HR department to assess their efficiency and effectiveness to ensure the highest level of service is being provided.
6. Assesses risks to the agency and recommends appropriate action to mitigate risks.
7. Leads through periods of change and exemplifies the role of an enthusiastic “champion of change.”
8. Represents Kina Gbezhgomi Child and Family Services in provincial, regionals and community initiatives; chairs committees as required.
9. Ensures the Executive Director is conversant with human resource issues and provides information relevant and as requested.
QUALIFICATIONS

Knowledge, Education, Experience, Skills and Attributes

- Bachelor’s Degree, L.L.B. or Juris Doctor, combined with a minimum of two to three years’ experience of law practice.
- Advanced knowledge of legislation governing human resources and labour relations such as the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, Occupational Health & Safety Act etc.
- A solid understanding of and sensitivity to the experiences of First Nation and Indigenous peoples of Canada, and the impact of the legacy of Residential Schools and “Sixties Scoop” upon them is essential.
- Valid Driver’s License and access to a reliable motor vehicle with appropriate liability insurance is required.

GENERAL SKILLS AND ATTRIBUTES

- Ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint, etc.)
- Advanced knowledge of effective strategic resource planning, policy processes and evaluation techniques and proven ability to lead change and find creative solutions.
- Exceptional ability to think analytically with attention to detail in highly important matters.
- Advanced critical thinking skills
- Exceptional ability to make decisions of sound judgment, often in crisis or emergency situations and to manage the crisis situation appropriately.
- Advanced planning, time-management, multi-tasking, and organizational skills
- Exceptional written, oral communication and interpersonal skills providing articulate, constructive, meaningful, and timely interaction at all levels with the ability to make complex issues understandable.
- Excellent financial management skills to participate in the development of the agency budget and manage the department’s budget.
- Excellent mentoring, coaching and communication skills to provide instructions and guidance to staff with respect to activities, challenges, and questions.
- Ability to deal with highly sensitive and personal information in a confidential manner.
- Acts with integrity, humility, transparency, and compassion.

OTHER RESPONSIBILITIES

1. Assist in developing and drafting policies and procedures.
2. Participate in presenting to professional and community groups within the respective First Nation, local and external partners including the urban agencies serving First Nations’ members.
3. Understand and follow the Agency policies, procedures, and service principles.
4. Ensure decisions and practices within the agency are carried out within parameters of legislation, Ministry regulations and ethical conduct.
5. Must participate and have knowledge of agency based and external committees related to children’s services and integrate knowledge into the practice of the community-based models and best practices.
Professional Conduct, Development, and Evaluation

1. Set an example of professional conduct within the organization.
2. Cooperate with the performance evaluation process.
3. Assess personal needs for training and development and pursue training opportunities to address these needs.

OTHER DUTIES

1. Responsible for specific liaison, service area, special projects, policy or reporting functions as assigned in their portfolio.
2. As assigned by the Executive Director represent the agency on external groups including First Nation forums, conferences, OACAS, and Ministry meetings or committees.
3. Other duties as assigned by the Executive Director.

OTHER REQUIREMENTS:

- Must possess a valid Ontario’s Driver’s License and be willing to travel.
- Must be willing to authorize a Vulnerable Sector Check and Driver’s Abstract.
- Ability to speak Anishinabemowin is preferred with this being a definite asset.

WORK ENVIRONMENT

- The traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.

- Positions in the field of Anishinabe Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.

- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.

PHYSICAL DEMANDS

While performing the duties of this job, the “Position” will typically be in an indoor setting, the delivery of activities or performance of duties will take place off-site. The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.