

# Job Description

## Human Resources Advisor - Canadian Human Rights Museum (CMHR)

Winnipeg, MB

Department: Human Resources

Grade: 6

Number of Openings: 1

Closing Date: December 1, 2021

### **Description:**

#### **Purpose of Position**

The Canadian Museum for Human Rights (CMHR) is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world. The Human Rights Advisor will collaborate with others in the organization to support our collective efforts to build a workplace culture that is inclusive, equitable, innovative, and focused on inspiring action.

The Human Resources Advisor provides knowledgeable and influential advice, guidance, recommendations, and support to CMHR leaders/managers and employees on challenges and opportunities related to employee relations, labour relations, occupational health and safety, recruitment, and related HR matters to support the attraction, retention, cultural and engagement priorities and values of CMHR.

The incumbent will be a strong, insightful, empathetic, and thoughtful communicator, critical thinker and influencer, and will bring a collaborative approach to their work which often involves sensitive and confidential people matters, situations and solutions.

#### **Key Responsibilities**

- Contributes to a culture that promotes respect, equity, inclusion and innovation, and models anti-racist and accountable behaviours.
- Provides consultative advice and works collaboratively with leaders/managers and employees facilitating solutions through delivering counsel, guidance, support and influence on employee relations matters including the interpretation and application of human resource policies and

procedures/processes, work performance challenges, duty to accommodate situations, sensitive and confidential matters, recognition and engagement opportunities, attendance and disciplinary matters, interpersonal conflict management situations, etc.

- Supports the collective bargaining process offering insight, conducting related research, documenting negotiation discussions, etc.
- Provides guidance, communication and education on the interpretation and administration of the collective agreement and coordinates the handling of grievance situations aimed at resolution, providing insights and recommendations.
- Researches and provides guidance on compliance with related occupational health and safety regulations, policies and principles encompassing physical, environmental and psychological health and safety; coordinates and collaborates on the establishment and ongoing work of CMHR's Health and Safety Committee or like body.
- Partners with management on staff recruitment.
- Nurtures respectful working relationships and trust with all stakeholders
- Provides related documentation and reporting/metrics on all aspects in areas of responsibility.
- Participates in the research, development, continuous improvement and recommendation of related policies, programs and services, and coordinates implementation and communication as directed.
- Participates in the annual creation of the Human Resources Department Plan and assists the Director, Human Resources in the implementation of special HR projects and initiatives related to the plan.
- Collaborates with the Director, Human Resources to develop strategies to ensure the desired CMHR culture is reflected in the work activities executed by the job and the related outcomes delivered.
- Stays current on legislation/regulations, trends, best practices, developments, and new initiatives in areas of responsibility.

### **Required qualifications**

- Education at the post-secondary level including formal human resources training (e.g., completion of a HR certificate, diploma, or degree including in Social Sciences) and at least 5 years in a related HR role including experience in a unionized environment, providing recruitment, employee and labour relations services and support, occupational health and safety coordination, or an equivalent combination of applicable work and life experience and education.
- Commitment to human rights principles, including respect, equity, inclusion and dignity for all.
- Demonstrated understanding of and experience with:

- providing guidance and support on employee relations matters including dealing with work performance challenges, workplace and interpersonal conflict, duty to accommodate principles, etc.
  - providing insight and guidance on labour relations matters including supporting the collective bargaining process, administering the collective agreement, nurturing positive relationships, building management and employee knowledge and skills on labour/employee relations principles and related matters through training /facilitation, dealing with grievances and related matters, etc.;
  - federal employment law, collective bargaining and labour relations principles and occupational health and safety requirements
  - all aspects of the recruiting cycle and demonstrated ability to execute recruitment plans that result in the attraction, retention and engagement of talent.
- Strong office computer skills, specifically in Microsoft Office (Word, Excel and Outlook), skills using meeting technology and familiarity with recruitment tracking software.
  - Ability to maintain strict confidentiality when handling confidential and sensitive information and documentation.
  - Strong facilitation, interpersonal, influencing, oral and written communication skills, and the ability to establish and maintain effective working relationships at various levels.
  - Demonstrated ability to manage competing or divergent perspectives.
  - Ability to work both independently and collaboratively in a team-oriented environment.
  - Superior attention to detail, critical thinking, analytical, research and problem-solving skills.
  - Ability to develop rapport with diverse individuals and provide superior customer service; demonstrates empathy and insight.
  - Strong time management skills, with the ability to work under pressure, multi-task and prioritize in order to meet deadlines.
  - Ability to take initiative, assert influence over events to achieve results; self-starting rather than accepting passively.

### **Desired qualifications**

- The CPHR designation (or currently pursuing the CPHR) would be an asset.
- Experience with an online Applicant Tracking System and/or HRIS.
- Knowledge of HR best practices, gained through direct involvement and through study.
- Ability to communicate with proficiency in both official languages, written and oral.

## **Official Language Proficiency**

*If bilingual:*

*CCC: Written comprehension (advanced), written expression (advanced), oral proficiency (advanced) in French.*

## **Other**

- Standard work week with occasional requirement to work beyond normal working hours.
- Occasional exposure/responding to stressful, tense and emotional situations re: employee relations/labour relations matters (for example, upset, angry, aggressive, unpredictable people – employees and/or managers).
- Work is in an office environment and may require long periods at a desk and time in front of a computer.
- May undertake some travel (infrequent) in the carrying out of the responsibilities of the job.

## **Conditions of Employment**

- Security Screening Level – Reliability Status
- Child Abuse Registry Check
- Proof of full COVID-19 vaccination

## **Application Procedure**

Interested applicants should submit a cover letter and résumé to Erika

Recksiedler [erecksiedler@peoplefirsthr.com](mailto:erecksiedler@peoplefirsthr.com) by December 1, 2021. For further information, please contact Janelle Robin at 204-938-4034.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise the representative, Erika Recksiedler if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner. Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list

would have a retention schedule of six months. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.

**#IND2**