

Manager, Investigations and Training

Full Time Permanent

Centennial College is adding a new Manager position to their human resources department, as a result they are looking for experienced Manager, Investigations and Training. Reporting to the Director, Life Safety and Security, Health and Wellness, you will utilize your leadership, experience and strategic thinking skills to manage two Investigative Consultants and the overall operations and deliverables of the Investigations Unit. Being a mentor is a foundational item within this department and will allow you to be successful in this role.

You will act as the subject matter expert in regards to all training, investigations and interviews relating to issues such as harassment, violence and sexual assault. You will work with third party investigators and vendors on outsourced investigations and negotiate and approve contracts, manage the budget, and coordinate all files and resources. You will be the point of contact for all escalation of issues related to investigation outcomes and, where appropriate, you will conduct some complex escalated investigations that involve both staff and students.

You will manage, develop and deliver all necessary training programs required for management and staff and supervise training to ensure the College community is appropriately tested and informed. You will also make recommendations and advise and consult with administrators and departments related to security and investigation related policy and procedures.

Centennial College offers a positive and supportive team environment with learning and development opportunities. You will grow your career, knowledge and expertise through this position.

QUALIFICATIONS

- Four-year degree in related field with combination of relevant education and experience.
- Related Professional Designation required (i.e. CHRP, Law Society of Upper Canada) and/or advance training in human rights, investigations, RAD training, etc.
- 9-years progressive experience in a strategic managerial role overseeing staff, budgets, and resources
- Expertise in Human Rights Legislation
- Advance knowledge and understanding of investigation skills, interviewing techniques, crisis intervention and conflict resolution methods
- Demonstrated experience developing appropriate policies and procedures and delivering training programs
- Exceptional written (report writing) and verbal communication skills interfacing with staff, student, public, and stakeholders
- Excellent interpersonal skills with an ability to achieve outcomes through influence and negotiation, and to effectively deal with a broad range of internal and external stakeholder issues.
- Exceptional negotiation skills and ability to build strong trusting relationships

Over the past 50 years, Centennial College has transformed itself from a local community college to a worldly institution, with a presence in countries like China, India, South Korea and Brazil. Locally, Centennial offers industry-recognized full- and part-time programs at five Toronto campuses. Its focus has always been on preparing graduates to enter the work force, while teaching students to be leaders. Centennial has worked to build lasting partnerships with local communities, while preparing its graduates to succeed globally.

HOW TO APPLY

To indicate your interest in this position, please submit your cover letter and resume to centennial.mgr@hrassociates.ca by June 14th, 2019. Resumes will be screened on a rolling basis. For more information about the position or if you require an accessibility accommodation, please contact Heather Lucas at 416-237-1500 x242.

Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Indigenous Peoples, Visible Minorities, Persons with Disabilities, Lesbian, Gay, Bisexual, Transgender and Queer persons.