

HRLSC | Human Rights Legal Support Centre

CAJDP | Centre d'assistance juridique  
en matière de droits de la personne

180 Dundas St W  
8th Floor  
Toronto, Ontario  
M7A 0A1

Telephone  
1-866-625-5179  
(416) 597-4900

Fax  
1-866-625-5180  
(416) 597-4901

TTY  
1-866-612-8627  
(416) 597-4903

www.hrlsc.on.ca

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## MANAGER OF HUMAN RESOURCES & LABOUR RELATIONS

The **Human Rights Legal Support Centre (HRLSC)** provides free legal assistance to individuals throughout Ontario who have experienced discrimination contrary to Ontario's *Human Rights Code*. The HRLSC is seeking applications for a **Manager of Human Resources & Labour Relations** to work together with the Executive and management team to implement HR best practices across the organization, and to lead the life cycle of their collective agreements. This position will promote the HRLSC's values and will work to enhance and foster an inclusive and healthy workplace that promotes team achievement and efficiencies.

Qualifications will include experience working in both unionized and non-unionized work environments (including working collaboratively with Executive leadership in a consultative capacity), providing guidance and advice to management and staff regarding workplace accommodations, performance management, and advancing an organization's human resource function by implementing and strengthening labour relations and human resources policies. The successful applicant will have previous experience working in management or supervisory positions with excellent knowledge and experience with employment, labour relations, health and safety, accessibility and human rights (including sexual harassment) law in Ontario. The successful candidate will possess expertise with building and effectively managing interpersonal relationships within all occupational groups of an organization, including the ability to deal with challenging and sensitive employee or emergency situations.

A Certified Human Resources Leader (CHRL) certification through the Human Resources Professional Association (HRPA) is preferred. Advanced computer skills including Microsoft Office Word, Outlook, Excel and experience working with human resource information and payroll systems or databases is required (Ceridian Dayforce HCM preferred and considered an asset).

### [Full Job Description](#)

This is a full-time, one year, temporary contract position with the possibility of extension and is located in Toronto. This position will report to the HRLSC's Chief Administrative Officer. The HRLSC provides a competitive compensation package. The salary range for this position begins at \$80,588. The usual hours of work are 9:00 a.m. – 5:00 p.m., Monday through Friday.

### **How to apply**

#### **Applications must:**

1. Include a resume and a covering letter, submitted as one attachment
2. Be addressed to the attention of HR Associates
3. Be submitted by e-mail to: [hrlsc@hrassociates.ca](mailto:hrlsc@hrassociates.ca)
4. Have the e-mail subject line: HRLSC HR & LR Manager – December 2020

The Human Rights Legal Support Centre is committed to equity and diversity and encourages applications from people who are reflective of Indigenous and diverse communities. Accommodation will be provided in accordance with Ontario's *Human Rights Code*. Accessible formats of this posting are available upon request.

**Application Deadline: December 22, 2020 @ 5:00 p.m.**

*We thank you for your interest in this opportunity.  
Only those applicants selected for an interview will be contacted.*