

Job Details

Job Title Manager, Research Human Resources

Job ID 56032

Location London Health Sciences Centre

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open: January 20, 2017

Deadline: February 4, 2017

Department Description

Research Human Resources

Compensation: \$86,174.40 per annum - \$107,719.95 per annum

Relocation assistance may be available.

Job Summary

Reporting to the Director, Research Operations (Lawson Health Research Institute Chief Operating Officer), the Manager, Research Human Resources (HR) is accountable for providing leadership to advance strategic human resource initiatives within Lawson Health Research Institute (Lawson) city-wide. The Manager is accountable for managing the human resources functions for grant-based research staff and research administrative staff, as well as, liaising with Lawson researchers and staff and with HR representatives of London Health Sciences Centre (LHSC), St. Joseph's Health Care, London (St. Joseph's), and Western University with the objectives of planning and organizing to assist Lawson in fully utilizing its human capital.

The Manager has responsibility for HR initiatives which include recruiting, hiring, on-boarding research orientation, management of compensation and benefits, organizational training and development, performance evaluation, regulatory compliance, and employee relations. These initiatives are designed to foster a highly motivated, competent and engaged workforce. The Manager also has responsibility for Health and Safety and Biosafety initiatives for Lawson administration and research staff and all research laboratories.

The Lawson HR oversight role serves as the central point of contact for Principal Investigators for all HR needs, providing internal consulting services and advice to all researchers and administrative employees on human resource issues and linking with hospital and university HR departments where required. Day to day responsibilities include the administration of the policies and procedures of Lawson, LHSC, St. Joseph's and Western University, as applicable.

Competencies

Critical:

- Impact and Influence
- Results Orientation
- Developing Others
- Emotional Intelligence and Assertiveness

Other:

- Quality, Safety and Service Orientation
- Holding Self and Others Accountable
- Visionary Leadership
- Business Acumen
- Strategic Orientation

Qualifications

- Successful completion of a recognized baccalaureate degree program in Human Resources, Business or relevant related field
- Current Certified HR Professional (CHRP) or Certified HR Leader (CHRL) through the Human Resources Professionals Association, or in the process of completion
- Related post-graduate education preferred
- Minimum five (5) years professional HR experience, in progressively more responsible leadership roles, preferably in a healthcare/research environment
- Demonstrated experience in employee and labour relations, conducting investigations and policy interpretation
- Proficient with computer systems such as email, MS Word, MS Excel and MS PowerPoint
- Demonstrated behaviours supporting our Core Values of Respect, Trust and Collaboration
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to balance multiple and competing priorities on a daily basis
- Demonstrated commitment to the development of professional practice, mentorship and life-long learning
- Demonstrated experience with the principles and practice of Shared Leadership
- Demonstrated ability to effectively and efficiently manage human and fiscal resources; knowledge of budgets and hospital operations preferred
- Strong participatory leadership, team building and highly developed organizational skills with a track record of achieving results
- Excellent interpersonal skills with the ability to build partnerships and generate consensus
- Excellent and effective abilities in both oral and written communication skills, including strong negotiation and conflict resolution skills
- Highly developed and innovative critical thinking skills with the ability to conceptualize, analyze and problem solve
- Demonstrated experience with organizational change and improvement initiatives
- Excellent decision-making, strategic planning experience and evaluation skills
- Demonstrated ability and willingness to develop leadership talent within their team through education, mentoring and leading by example
- Recognition, understanding and demonstrated Emotional Intelligence (EI), particularly emotional self-awareness, assertiveness, optimism, stress tolerance and empathy, in a variety of situations
- Ability to effectively work with diversity, appreciating that different opinions, backgrounds and characteristics can bring richness to the challenge at hand
- Demonstrated ability to attend work on a regular basis

Other Information

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Submission Requirements (please submit in one MS Word document)

- **Cover Letter, Resume and Listing of Education, Credentials and Certifications**
- **Written summary identifying how you demonstrate the Core Values of LHSC (in less than 150 words).**

Applicants moving forward in the competitive recruitment process will have reference checks conducted and will be required to complete testing.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a personal information check (original document) completed in the last 8 months.