

Job Details

Job Title Research Human Resources Consultant, Lawson

Job ID 59417

Location London Health Sciences Centre

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open: December 12, 2017

Deadline: January 5, 2018

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

Department Description

Lawson Administration – Lawson Health Research Institute

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Reporting to the Manager, Research Human Resources, the Research Human Resources Consultant at Lawson will provide Employee Relations advice to research leaders, research staff as well as work and liaise with Human Resources representatives from London Health Sciences Centre and St. Joseph's Health Care, London. The Research Human Resources Consultant is also responsible for coaching, scheduling and conducting attendance management meetings, interpretation of policies and/or procedures, and providing guidance to research staff, specifically related to Employment law. The Research Human Resources Consultant serves as the central point of contact for Research leaders and staff for all Human Resources needs, providing internal consulting services and advice on human resource issues and liaising with hospital and The University of Western Ontario's HR departments where required. Furthermore, the incumbent will be responsible for recruiting duties for Lawson.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of a **University degree with post graduate certificate in Human Resources management, or equivalent**
- Certified Human Resources Leader designation (CHRL) preferred
- Minimum 3-5 years recent, related experience in a generalist capacity
- Demonstrated experience in Employee Relations
- Knowledge of Immigration Canada employer responsibilities (LMA) or Immigration Consultant Certification an asset
- Proficient computer knowledge including: Microsoft Office (Word, Excel, PowerPoint) and HR Information Systems
- Knowledge of Human Rights Code, labour & employment law, Occupational Health and Safety Act, WSIB, jurisprudence and other employment related legislation
- Knowledge of labour relations processes including grievance, mediation, arbitration and negotiation
- Knowledge of Human Resource principles including progressive discipline, effective investigations, and attendance management
- Demonstrated expertise in the interpretation and administration of hospital policies and practices
- Advanced written and verbal communication skills with ability to communicate effectively with research leaders and employees
- **Advanced consultation, advising, decision making, analytical and problem solving skills**
- **Demonstrated ability to adapt to and implement change**
- Demonstrated mediation and dispute resolution skills
- Excellent time management skills and proficient project management skills
- **Demonstrated knowledge of and commitment to the principles of patient and family centred care**
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

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.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check will be conducted as part of the selection process.

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 satisfactory police information check (original document) completed in the last 3 months.