

Posting Period

Open: November 1, 2019
Deadline: November 14, 2019
Non-Union

Department Name Lawson Health Research Institute

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (St. Joseph's), and works in partnership with Western University. This alliance and pooling of knowledge and resources enables Lawson to retain and develop the expertise, equipment, and infrastructure that is crucial for innovation. With 7 hospital sites across London, over 250,000 square feet of dedicated research space, over \$125 million in annual research income, more than 500 new clinical trials each year, and more than 2,400 principal investigators, support staff, volunteers, students and fellows, Lawson has a proud history and is a dynamic, fast-paced environment to build your career in human resources. Come join one of the Top 10 research institutes in Canada where 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 Associate will work closely with research stakeholders, human resources representatives from London Health Sciences Centre and St. Joseph's Health Care to support research employee relations city wide. You will be responsible for the recruitment and selection process, employee relations, the performance management process, payroll entry and other general HR functions. This role provides the opportunity to work in a collaborative team environment requiring you to be creative and adaptable to change.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of a three year diploma in Human Resources, Business Administration, Industrial Relations or related field; or a Bachelor's degree in Social Sciences or Business, and a one year Human Resources Management Certificate
- Certified Human Resources Professional (CHRP) preferred
- Minimum three (3) years recent, related job experience
- Advanced ability to develop collaborative relationships and interface effectively with individuals and groups at all levels of the organization
- Advanced verbal and written communication skills
- Demonstrated proficiency with PeopleSoft, Payroll processing, Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Demonstrated ability to provide expertise and day-to-day guidance/ leadership
- Demonstrated ability to set priorities of others and effectively resolve complex matters
- Strong problem solving skills in a deadline oriented environment
- Customer Service focused
- Demonstrated knowledge of current and leading edge recruitment and selection trends and methodologies
- Well-developed interpersonal skills demonstrating active listening
- Proficient knowledge of relevant employment legislation (i.e. ESA)
- Superior organizational skills with the ability to effectively manage multiple and competing priorities/deadlines while attending to numerous details in a high-stress environment
- Demonstrated knowledge of and commitment to the principles of patient and family centered 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 is 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.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

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

Successful candidates, as a condition of job offer, are required to provide a satisfactory police information check (original document) completed in the last 3 months and proof of immunizations as listed below. This information must be provided prior to the candidate's start date.

Immunization Requirements:

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted