



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Regional Lead – Human Resources</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Classification:</b>	<b>Senior Leadership</b>
<b>Union:</b>	<b>Non-Union</b>
<b>Approved by:</b>	<b>Chief Executive Officer</b>
<b>Date approved:</b>	<b>2024/11/22</b>

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### REPORTING RELATIONSHIPS

Position reports to: Chief Executive Officer

Positions supervised: Various Managers, Executive Assistant

### POSITION PURPOSE

Reporting to the Chief Executive Officer, the Regional Lead – Human Resources is responsible for designing, assessing, and leading the Human Resources portfolio for Southern Health-Santé Sud. This includes the functions of recruitment and selection, labour relations, compensation and benefits, disability management and workplace health and safety. The incumbent has the responsibility for optimizing the organization's investment in its people.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Works collaboratively with Senior Leadership Team and others to determine the strategic and operational planning requirements as they relate to Human Resources.
- Manages the organization's human resources infrastructure, including developing, interpreting and applying Regional Policies.

- Liases with key allied organizations including Manitoba Health, Shared Health, other government representatives and union representatives on a variety of Human Resources related topics.
- Ensures effective working relationships that promote issue resolution. .
- Provides leadership in the development of a positive work culture that is consistent with the organization’s mission, vision and values.
- Participates in Collective Bargaining process as required.
- Develops and approves Human Resources specific policies and procedures.
- Leads the development of current role and position descriptions, and ensures effective recruitment and retention and succession planning processes.
- Oversees Union Grievances, Respectful Workplace Complaints, Human Rights Complaints, Public Interest Disclosure, and select other legal matters, including resolution of issues identified.
- Represents Southern Health-Santé Sud, Senior Leadership, and Human Resources on specific committees, Task Forces and/or Working Groups.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

## **PERFORMANCE MEASUREMENTS**

1. To be defined

## **QUALIFICATIONS**

**Education/Certification:** Possesses a bachelors or masters (preferred) degree in human resources, labour relations or business administration or an equivalent combination or post-secondary education and management experience relevant to the position.

**Knowledge required:**

- Knowledge and experience in health care policy and procedures
- Comprehension and discernment of the Labour Relations Act, Employment Standards, Human Rights Code, Workplace Safety and Health Act within the Province of Manitoba, along with collective agreements

**Experience required:**

- Minimum of five (5) years middle-senior level health management experience.
- Must possess at least five (5) years Human Resources Management experience.
- Experience in employee and labour relations.

**Skills/Competencies/Conditions of employment:**

- Well-developed communication, analytical, problem-solving and strong team work/partnership skills
- Demonstrated technical knowledge of human resource-related areas, including: salary and benefits administration, job evaluation and classification, employment standards, labour legislation, workplace health and safety and contract administration
- Demonstrated understanding and sensitivity to the needs of a diverse population and adjust interactions appropriately to foster fair treatment and opportunity for all
- Demonstrated ability to effectively interact with internal and external clients in a mutually respectful manner
- Demonstrated ability to understand and communicate the multiple components of an integrated system within a matrix organizational structure and a decentralized health delivery model
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000

## **WORK CONDITIONS**

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to participate with senior leadership on call rotation
- Will be required to travel to other regional facilities as the position duties may require

## **SALARY SCALE**

As per Non-Union Salary Scale

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*