



JOB POSTING

POSTING #: 2023-08

POSITION TITLE: SENIOR HR ADVISOR (4 MONTHS CONTRACT)

THE OPPORTUNITY

Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.

Eva's Turns Youth Homelessness into Home

Youth experiencing homelessness who are Black, Indigenous, 2SLGBTQ+, racialized, or newcomers are overrepresented in the population of youth experiencing homelessness. In Canada, racism, specifically anti-Black and anti-Indigenous racism, permeates society, creating social and health inequities.

To respond to the needs of homeless youth and decrease social and health inequities experienced by Black, Indigenous and racialized youth, culturally responsive supports and services must be provided. These supports center the identities and cultures of young people and affirm their holistic identity, taking into consideration the barriers they navigate in their daily lives. This ensures that services respond to the specific needs of youth instead of compounding the barriers they are already facing.

Eva's was founded in 1989 by Eva Smith, a Jamaican immigrant, advocate, and activist. You can learn more about her legacy here: [Home - Eva's Initiatives for Homeless Youth \(wpengine.com\)](#)

Eva's provides shelter, transitional housing, and health and well-being programming to help youth experiencing or at risk of homelessness in Toronto. Join our expert staff help young people reach their potential and lead fulfilling, healthy lives.

At Eva's, we help young people move from crisis to stability with the ultimate goal of moving to independence. We work with each young person to develop an achievable action plan, attain their goals, and build strong community connections.

ROLE OVERVIEW

The **Senior HR Advisor, for the People and Culture** team is recognized as the subject matter expert and leader for Labor Relations, Total Rewards & HR Analytics. Reporting to the Senior Director, this role will function as the lead and expert for HR analytics and HR Data Governance and responsible for providing a full range of value-added people and culture initiatives and services to the organization. Key areas of responsibility include policy and procedure development and recommendations; workforce planning and

scheduling; employee relations; Health and Safety; Benefit administration; and the analysis and improvement of HR metrics. In addition to remaining current with all applicable employment legislation, this role requires an individual who is a strong team player with a creative and client-focused approach who can enable a diverse and inclusive environment to meet organizational goals. An expert communicator, as oral and written communications are required continuously with diverse internal and external contacts on complex and sensitive issues. Conflict resolution is a regular part of the communications expectations as well as the ability to train staff on changing policies, practices and HR systems.

The incumbent will continue to build and manage a best-in-class Total Rewards & HR Analytics and Payroll function and serve as a decision maker and thought leader for the People and Culture team and the organization. This role plays an integral part of our People and Culture team and will collaborate on projects with leaders from across the organization.

RESPONSIBILITIES

- Provides leadership and counsel to managers and employees regarding the interpretation and application of collective agreements as well as the intent, application, and compliance of requirements of labor and regulatory laws.
- Develops appropriate labor strategies, policies and guidelines that are consistent with the legislative requirements, collective agreements terms and conditions, which support the organization's short and long-term direction.
- Provides expertise and advice on complaints/grievances, arbitrations, discipline, suspensions, and termination processes and acts as a management representative on committees.
- Serves as a member of the People and Culture leadership team and has responsibility for Total Rewards programs including Payroll, compensation and benefits through the development and implementation of a Total Rewards Strategy that aligns to and enables overall organizational and people strategy and is accountable for evolving a comprehensive Total Rewards strategy that enables to attract, motivate, and retain top talent and enhance employer of choice recognition opportunities.
- Provides subject matter expertise for all Total Rewards management strategies, operations, initiatives, and tactics, including focus on measurement of results while acting as a trusted advisor to the Senior Director in the development and delivery of a total rewards program that prioritizes equity, fairness and transparency.
- Manage the orientation/onboarding process to ensure logistics, scheduling, procedures and delivery of orientation sessions for employees joining Eva's. Coordinate procedures for staff changing employment status within the organization.
- Oversee exit interviews. Model positive, constructive communications, Eva's values and related behavioral practices. Coach staff to enhance demonstration of values-driven behaviors.
- Designs, develops, and maintains innovative employee benefits and compensation solutions to support strategic business initiatives that meet the evolving needs of the employees.
- Understands and delivers the data and analysis required to enable strategic Total Rewards business discussions and decisions. Compile statistical reports and metrics concerning HR related data such as turnover, absenteeism, hiring and identify solutions and make recommendations.

- Establishes key metrics and measurement for each Total Rewards program/initiative.
- Identifies opportunities to pursue current and emerging Total Rewards best practices that will distinguish Eva's as a leading employer in the sector, policies, practices, and issues.
- Consults with managers, supervisors and employees to lead the analysis, documentation and evaluation of jobs as needed. Conducts job and salary analyses to determine appropriate salary levels, and grades/bands.
- Leads and directs the development and analysis of market research; recommends compensation practices (e.g., salary administration, industry norms, total rewards packages, pensions, benefits, and other reward and recognition programs).
- Audits benefit plans to identify opportunities for savings and ways to enhance competitive offerings.
- Benchmarks and analyzes compensation rates and policies for similar jobs in comparable industries and/or geographic areas to ensure maintenance of competitive market position in a manner aligned to its Total Rewards Strategy including recommending changes where necessary.
- Prepares and presents compensation and benefit recommendations at senior levels of the organization including to the executive team in consultation with the Senior Director.
- Works in partnership with a variety of internal stakeholders to develop, implement and build competence with the appropriate tools to enable their overall strategic objectives effectively and efficiently with the compensation systems and decisions.
- Accountable for end-to-end function of HRIS. Act as liaison with the vendor
- Evaluates the HR analytics current state including but not limited to structure, staffing, scheduling, HR technology, process evaluation, data management, standards, frameworks, methodology etc.
- Builds a foundation of analytical capabilities throughout the people and culture team and trains others in advanced analytic methods, as needed.
- Designs and implements the analytics frameworks and strategy roadmaps for clients (strategy/ structure/ staffing/ capabilities/ technology).
- Research best practices, trends and performs deep research and statistical analysis on long range strategic HR and talent effectiveness and competitiveness questions.
- Identifies baseline metrics for the design and development of accurate dashboards, scorecards, presentations used to educate, inform, and influence business decisions, thought leadership, and support strategic objectives of the organization.
- Leverages external data sources to bring new and creative insights to the workforce planning processes and understands patterns and connections within human capital data across functional disciplines to influence business outcomes.
- Streamlines and simplifies data to relevant business drivers and executes robust reporting capabilities that align with strategic priorities, decision making, and direction.

- Establishes achievable service commitments for areas of responsibility; reports operational performance results and benchmark metrics.
- Leads development and maintenance of best reporting practices to bring standardization and consistency to HR metrics and reporting (e.g., turnover, headcount, hires, etc.); monitors accuracy of interface feeds, imports, and exports to/from HR systems.
- Identifies business challenges by enabling a data driven HR culture; uses fact-based solutions and data analysis to enhance the organization's people insights capabilities and data governance, and influence changes to HR operations, processes, and programs.
- Leads and directs the development, implementation, and monitoring of methodologies, frameworks, delivery systems, and best practices for analyzing and reporting on the organization's human capital metrics (e.g., measurement methodologies, quality control, ongoing governance, and management approach).

PROBLEM SOLVING

The position is responsible for solving complex, employment-related problems related to the organization's employee experience, which directly affects retention and engagement, and may have substantial legal ramifications. It requires the ability to handle challenging and/or unexpected situations, deal with complex business challenges which require analysis, research, creativity, decision-making, and advanced communication/influencing skills.

DECISION MAKING/INDEPENDENCE OF ACTION

The position requires the incumbent to make operational decisions and take responsibility for outcomes. This role, in-addition to managing day-to-day issues and operational challenges, must be able to think strategically, analyze and interpret complex data and use it to make recommendations on programs, approaches and strategy with a view towards continuous improvement, and an equity lens.

MANAGING AND LEADING

The position is required to lead a People and Culture team day-to-day and is expected to role model a development and equity-based culture for peers and staff. This role provides professional insight, opinions and strategic recommendations to the Senior Director, People and Culture for consideration.

PHYSICAL EFFORT

This is generally an office job. A lot of sitting with the ability to get up and move at will.

MENTAL EFFORT

This role must be able to focus simultaneously on strategic initiatives, complex issues, and reactive operational tasks. This role will be the first step in escalation of emerging, unexpected urgent situations.

WORKING CONDITIONS

This is generally an office-based role, with some requirement to attend shelters and other locales on occasion.

QUALIFICATIONS

- Undergraduate degree in a related field, preferably in Human Resources or Labour Relations.
- Minimum of 7 years' progressive HR generalist experience including collective bargaining, performance evaluation systems, job description and evaluation, recruitment, orientation, employee relations, policy and procedures, total rewards, and analytics experience with deep knowledge in pay equity, compensation design and structure.
- Certified HR Professional (CHRP) and/or Certified HR Leader (CHRL) designations is required.
- Minimum of 5 years of experience working in Unionized environment
- Leadership experience in a unionized, non-profit environment is an asset.
- HR analytics frameworks to interpret research results and inform data driven decision-making.
- Job evaluation frameworks to lead and direct compensation programs.
- Strong MS Office, Visio, and Project skills.
- Experience with Payroll, HRIS systems and other HR Systems and Tools
- Quality-oriented; high attention to detail
- Adaptable to changing priorities and demands of the job.
- Applied experience with financial planning and budgeting.
- Ability to flex between strategic vision, analytic expertise, and operational management.
- Flexible in style and approach; ability to manage and thrive within ambiguity.
- In addition, possess excellent relationship and communications skills, a consultative leadership style, a passion for leading change and transformation, as well as a strategic orientation and the ability to link people and organizational practices to strategy.
- Excellent written and oral communication and interpersonal skills required.
- Ability to maintain professional boundaries and confidentiality, approach issues with objectivity and sensitivity.

COMPETENCIES

This position requires you to have excellent leadership, influence, and management skills, they must be able to build and maintain relationships at all levels. Strong influencing skills are also key, as are sound judgement and excellent problem-solving skills. They are expected to present a positive and highly professional image through the embodiment of our vision, mission, organizational values, and through HR policies and programs.

APPLY

Submit a cover letter and resume in one PDF document to careers@evas.ca. Be sure to indicate **2023-08 SENIOR HR ADVISOR (CONTRACT)** in the title. This position is a contract role for 4 months date with the possibility of extension and will be open until filled. No phone calls, please.

CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon being granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

LAND ACKNOWLEDGEMENT

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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