HR/EDI Advisor

Under the general direction of the Human Resources Manager, the HR/EDI Advisor is responsible for supporting equity, diversity and inclusion (EDI) initiatives and HR operations. This position works collaboratively with the Director, Equity, Diversity and Inclusion (EDI) and the EDI working group.

Responsibilities

- Assists in developing EDI specific policies, best practice guidelines and training materials.
- Works in partnership with internal and external stakeholders to drive EDI goals.
- Provides advice, guidance, insights and coaching in support of EDI strategies.
- Works with the internal communication team to ensure EDI content is appropriately represented in internal and external communications.
- In collaboration with the EDI Director and HR Manager, works to leverage data, analytics, and survey benchmarks to gain insights into gaps and opportunities.
- Conducts surveys to identify needs and trends; makes recommendations to attain and maintain support for an inclusive culture.
- Develops and prepares regular reports on EDI practices and outcomes.
- Collaborates with the HR Team to identify and implement opportunities to embed inclusive practices, support inclusion in our culture and ensure diverse representation.
- Works with the HR Manager in the development of new policies; monitors, reviews and updates policies ensuring best practices are followed as well as compliance with legislation.
- In collaboration with departmental leadership, supports and facilitates change management initiatives.
- Provides guidance, coaching, intervention, and follow-up on employee relations issues, conflict resolution, attendance management, performance management, workforce planning, policy interpretation, and communication.
- Works with the HR Manager to investigate and document employment issues and develop a plan of action.
- Identifies training needs in conjunction with leaders and recommended solutions.
- Designs and facilitates training and information sessions on HR programs, EDI, and staff development topics to help foster a high-performance culture.
- Coordinate/prepare for training events, including communication and registration process, booking rooms, room set-up, audio visual set-up, catering coordination and set up, and preparation of course training materials.
- Develops, maintains and updates terms of reference and individual contracts for departmental physician leadership roles.
- Develops and maintains job descriptions and related job capsules.
- Coordinates and supports the departmental physician mentoring program.
- Collaborates with HR team and the Communications team in the publication of employee newsletter.

Qualifications

- Human Resources Diploma (3 year) or an equivalent combination of relevant education and experience.
- Formal EDI professional qualifications, training, or certification is a strong asset
- CHRP Designation
- Five years experience in a Human Resources environment
- Experience with EDI, accessibility and human rights policies, practices and/or laws and related organizational change management strategies and mechanisms
- Experience working in a complex, high volume environment
- Strong knowledge of employment legislation
- Demonstrated ability to develop and deliver EDI training and learning resources that can be used within a range of technologies to support delivery
- Proficient in MS Office applications
- Strong client focus and customer service skills
- Ability to prioritize with attention to detail and excellent follow up skills
- Strong organizational skills
- Good analytical, judgement and problem-solving skills
- Ability to work effectively in a team and autonomously, to manage tight deadlines and multiple priorities
- Strong written, interpersonal and communication skills

Contacts

To apply for this exciting opportunity, please forward your resume and cover letter, quoting the corresponding position title, by email to domcareers@toh.ca

IMPORTANT NOTICE: Support staff are employees of the hiring physician(s) or Division. The Ottawa Hospital is the paymaster of our employees. Although our employees have offices within the Ottawa Hospital, they are not employed by the Ottawa Hospital.

The Department of Medicine is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees. The Department of Medicine will, upon request, provide accommodations in accordance with the Accessibility for Ontarians with Disabilities Act.

The Department of Medicine promotes the principles of diversity and inclusion. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions.