



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

Springboard's mission is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

## WHO WE ARE

**People are at the centre of everything we do.** We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

## Internal Job Post

# People Consultant - People HOF-NU22-54

### THE OPPORTUNITY

- Job Class** ♦ Non-Union
- Department** ♦ People & Culture
- Location** ♦ 2 Carlton Street, Toronto, Ontario / currently on a remote basis
- Status** ♦ Full-Time Contract (until May 31<sup>st</sup> 2023)
- Vacancy Number** ♦ HOF-NU22-54
- Available** ♦ August 22, 2022
- Hours/Shifts** Monday to Friday, 9:00 to 5:00 pm.  
Schedules are subject to change to meet departmental needs.

Reporting to the Director, People & Culture, we are looking for a member of our People & Culture team. The People Consultant fully embraces the philosophy that people are at the centre of what we do and will be a key member of the People & Culture team and provide assistance and guidance to all levels of the organization in the various stages of the employment cycle such as: recruitment, selection and onboarding. Other key focuses include employee engagement, diversity equity and inclusion and labour relations.

This is a great opportunity for an HR professional looking to gain professional experience while also working in an organization that is making a difference within the community.

Springboard offers a comprehensive benefits, pension and vacation plan.

### WAYS YOU CAN CONTRIBUTE

#### ➤ Talent Acquisition

In conjunction with the People Leader and our People & Culture & Administrative Coordinator, the People Consultant is responsible for the recruitment, selection and onboarding process, ensuring the employee experience is engaging right from the start of their relationship with Springboard and also support People Leaders throughout the process

➤ **Employee Engagement**

Employee Engagement is an operational priority for Springboard and not only does the People Consultant serve as a member of our Employee Engagement Committee where they will contribute and drive related initiatives, they will also ensure that employee engagement is embedded in all aspects of their role by pro-actively engaging with employees and addressing issues and resolving queries in a confidential and timely manner.

➤ **Diversity, Equity & Inclusion**

As this is a key priority for the organization, the People Consultant will support in advancing initiatives that promote a diverse, equitable and inclusive organization.

➤ **Labour Relations**

The People Consultant supports with resolution and mitigation of employee issues, grievances, conflict resolution and disciplinary process by liaising with People Leaders, local union representatives and employees; They ensure compliance with the collective agreement, relevant laws, regulations, policies and practices in all actions;

➤ **HR Reporting & Analytics**

The People Consultant provides reports on an ad hoc basis.

➤ **Confidentiality**

The People Consultant ensures that employee files are accurate and up-to-date and manages/safeguards records as per organizational policies and procedures

## **WHO YOU ARE**

- Post-secondary diploma/degree in Human Resources or relevant degree
- At least three (3) years of Human Resources/People & Culture work experience in the areas of recruitment and selection, orientation and training, labour relations and implementation and interpretation of HR policies and procedures and applicable employment and labour laws
- Experience in and knowledge of Ontario Employment Standards Act, Human Right Code, Labour Relations Act, Accessibility for Ontarians with Disabilities Act, employment best practices
- Excellent skills in problem-solving, facilitation, communication, collaboration, decision making, mediation, and interviewing
- Excellent verbal and written communication, and presentation skills
- Excellent organizational and time management skills and proven ability to work under pressure with minimal direction
- Demonstrated ability to work with diverse employee groups
- Proficient computer skills in Outlook; MS Word, PowerPoint. Skill testing/demonstration may be required.
- Experience with Human Resources Information Systems and intermediate Excel skills

### **Preferred Qualifications**

- Professional certification (e.g. CHRP)
- Experience in a unionized environment
- Experience in the non-profit, social services sector
- Experience with ComVida platform (EMS) considered an asset

## **Vaccination Policy**

**Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.**

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using

provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

## **APPLY**

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

**The Deadline for Applications is August 2<sup>nd</sup>, 2022 at 4:00 pm.** Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to [careers@springboardservices.ca](mailto:careers@springboardservices.ca).

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor.  
**No phone calls please. Only those selected for an interview will be contacted.**

*We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.*