



Providing Archaeological &  
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9  
T 416-966-1069 F 416-966-9723 [asiheritage.ca](http://asiheritage.ca)

## **POSITIONS AVAILABLE: Human Resources Manager**

**Supervisor:** Dr. Katherine Hull, Partner and Director, Business Affairs Division

**Location:** Remote for duration of Covid-19 pandemic. Subject to change to Toronto or Burlington office, as feasible.

**Employment Basis:** Full-Time Permanent

**Compensation:** \$70,000 - \$80,000, commensurate with experience, company group benefits plan, paid sick days, 3 weeks of vacation to start, plus additional paid holiday close down in December between Christmas and New Year's Day.

### **About us:**

Archaeological Services Inc. is a Canadian-owned company that was founded in 1980 in response to increasing public awareness of the importance of the province's heritage. With offices in Toronto and Burlington, we are the largest archaeological and cultural heritage consulting firm in Ontario. We currently employ 74 permanent staff while, during our excavation season, an additional 100-125 seasonal employees join our team.

The Business Affairs division co-ordinates and manages most Human Resources functions of the company while also reviewing and expanding current business opportunities and developing enterprise-wide system improvements. The Division is looking for an individual to manage the human resource functions within the company, ranging from policy development to corporate training initiatives.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.

## **About you:**

Archaeological Services Inc. is seeking to employ a HR professional who will share our corporate goals of professional development and training, corporate progress, and employee health and safety. The ideal candidate will have demonstrable experience in a unionized environment and will exhibit the confidence required to lead grievance discussions and bargaining negotiations. Archaeological Services Inc.'s employee base is diverse, ranging from young workers to seasoned professionals with decades of experience in the heritage industry. The HR Manager must be able to communicate effectively with all levels of the corporation while recognizing the needs of the individual.

Excellent communication skills, both written and verbal, are especially critical as much of our current communication is remote through MS Teams, email, or telephone. The HR Manager will routinely communicate with the Division Directors and Partnership Teams and must effectively produce reports and presentations that summarize HR operations. The candidate must have a strong work ethic, be self-motivated and able to work independently and without distraction in a shared office environment or during Covid in a home office environment. They must be able to effectively lead the HR Team by managing priorities, supporting initiatives, and monitoring capacity. No experience in a heritage-related field is required, but it is encouraged.

This is a full-time position operating Monday to Friday during regular business hours. Any offer of employment will be conditional on proof of vaccination against Covid-19 or documented medical reason or protected grounds for not being vaccinated.

## **Key Responsibilities and Deliverables**

- Create, review, maintain, and enforce corporate HR policies;
- Management Representative on the Joint Health and Safety Committee;
- Lead Management Representative on the Labour Management Committee;
- Facilitate recruitment, interviews, hiring, and associated tasks;
- Lead and direct the HR team on tasks, priorities, and messaging;
- Field and address employee queries;



- Develop, maintain, and implement training and on-boarding programs;
- Supervise and monitor the HR Database;
- Manage necessary documentation for WSIB, Ministry of Labour, and Vendor of Record requests;
- Manage employee, health and safety, and training records;
- Research and implement changes as legislation changes;
- Administer the corporate benefits package;
- Participate in continuing HR education opportunities;
- Resolve Grievances;
- Arbitration;
- Build and manage relationships with unions;
- Assist in negotiating Collective Bargaining Agreement (CBA);
- Develop and maintain a corporate culture that respects H&S and corporate policies; and
- Provide regular updates to Business Affairs Division Director, who can then present a report to the Partnership

**This list of responsibilities is not all inclusive; other duties may be required.**

**Qualifications and Expertise:**

- Graduate from minimum three-year Human Resource Management programme, and a minimum of six years' experience, with three years in a supervisory capacity.
- In-depth and current knowledge of Human Resource Management and related legislation, including but not limited to *Employment Standards Act, Labour Relations Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, and Workplace Safety and Insurance Act.*



- Current professional qualifications relating to HR and health and safety.
- Demonstrable experience within a unionized working environment.
- Recognized track record of excellent performance managing HR and health and safety initiatives, solving problems, developing staff, and recognizing and mitigating business risks, with a genuine enthusiasm for building the ASI business.
- A strong work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking and problem-solving abilities, outstanding organizational skills, and keen interpersonal skills.
- Management experience in a small, dynamic business preferred.
- Proficiency with Microsoft Office 365 suite, especially MS Word and Excel.

**How to Apply:**

Please forward your CV and cover letter to Carol Bella at [employe@asiheritage.ca](mailto:employe@asiheritage.ca), using “Application for HR Manager” in the subject line.

**Deadline: Friday May 20, 2022**

