

## Job Description

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Job Title</b>    | Senior Human Resources Consultant |
| <b>Reference</b>    | 32978                             |
| <b>Location</b>     | UWO Main Campus                   |
| <b>Faculty/Unit</b> | Human Resources                   |
| <b>Department</b>   | Staff Relations                   |

|                           |   |
|---------------------------|---|
| <b>Employee Group</b>     | PMA - Professional and Managerial Association |
| <b>Appointment Type</b>   | Continuing                                    |
| <b>Appointment Status</b> | Regular Full-Time                             |

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### Classification & Regular Hours

Hours per Week: 35

Salary Grade: 17

We will begin reviewing applications on November 6, 2023 and the position will remain open until filled.

### About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

### Responsibilities

As a Senior Human Resources Consultant, reporting to the Director, Employee Relations, you will support and provide advice to leaders across campus in strategic workforce planning, change management, application of policies, employment statutes, collective agreements, performance feedback, attendance management, dispute resolution, workplace accommodations and other employee relations issues. You will also develop a working relationship with both association/union leaders and employees.

#### Here's what we're looking for

As our ideal candidate, you hold an undergraduate degree in Human Resource Management or Business Administration, as well as completion of (or enrollment in) your CHRL designation, preferably complemented by courses in conflict resolution. You have 5 years of experience coordinating resolution of employee relations issues in a unionized workplace and you are a seasoned professional in advising leaders in employment related matters. With detailed knowledge of Employment Standards Act minimum requirements, Labour Relations Act regulations and the Human Rights Code as well as knowledge of approaches and techniques for working with individuals and groups in a constructive and collaborative manner, you use your advanced ability to communicate effectively as well as your judgment, analytical and problem solving skills to address issues and opportunities. You are comfortable in a fluid, challenging work environment with changing deadlines and you have a natural customer service orientation which enables you to build collaborative relationships with partners at all levels.

## Why Western?

We offer a competitive salary and benefits package and ongoing professional development is encouraged and financially supported. Within our beautiful campus, you are part of a progressive work environment that promotes work/life balance including access to our state-of-the-art recreation centre. Apply for an opportunity to be part of the Western community!

## Applying at Western

To ensure that your application is given full consideration, please complete all relevant sections of the application. In addition, you can choose to supplement your application with a cover letter and current resume.

Consideration of applicants will include an assessment of previous performance, experience, and qualifications. Applicants should have oral communication skills in English.

## Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

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