



OPPORTUNITY
(External – Non-Union)

DATE OF POSTING:	June 22 nd , 2026
POSITION:	Supervisor of Human Resources
TERMS OF EMPLOYMENT:	Full-time permanent
JOB CLASSIFICATION:	Non-Union
POSTING NUMBER:	2026-12
VACANCY STATUS:	This posting is for one (1) vacancy
START DATE:	July 27, 2026, or ASAP following that date
HOME LOCATION:	Primary work location is the Brantford office, with regular travel to and work from the Agency's Townsend office required

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Social Sciences, or a related field; equivalent combinations of education and relevant experience in the non-profit sector will be considered.
- Human Resources Certificate or Diploma and CHRP or CHRL designation in good standing.
- Minimum of 3 years of progressive leadership experience supervising staff, managing performance, and supporting change within a mission-driven or Broader Public Service environment.
- Minimum of 5 years of progressive Human Resources experience, including HR advisory responsibilities, with demonstrated ability to build strong relationships, coach leaders, and support organizational effectiveness.
- Experience working in a unionized environment.

RESPONSIBLE TO: Director of Human Resources

Position Summary:

Under the direction of the Director of Human Resources, the Supervisor of Human Resources provides day-to-day leadership and supervision to the Human Resources team while also

serving as a trusted Human Resources advisor and partner to the Agency's management team. The role supports the consistent application of Human Resources best practices across the organization, including performance management, attendance and accommodation, leaves and disability management, recruitment and selection, labour relations support, and HR policy implementation.

MAJOR RESPONSIBILITIES

As the Supervisor of Human Resources services within the agency, the Supervisor of Human Resources will:

- Provide day-to-day supervision, coaching, and support to the Human Resources team, including setting operational priorities, and allocating resources in alignment with HR departmental direction.
- Act as a Human Resources advisor and partner to CFSGE's management team by providing guidance on Human Resources practices, procedures, and organizational needs.
- Consult with leaders across the organization to support the consistent application of Human Resources best practices in areas such as performance management, attendance management, workplace accommodation, leaves and disability management, and employee relations.
- Provide advice and support to leaders on the interpretation and application of collective agreements, agency policies, and employment-related legislation.
- Support labour relations activities, including the early stages of grievance administration, documentation, and coordination with leadership and the Director of Human Resources, as required.
- Lead or support the rollout, communication, and implementation of Human Resources policies, procedures, programs, and initiatives across the Agency.
- Ensure the maintenance of the Agency's job descriptions and support job evaluation and compensation-related processes.

As a member of the Human Resources Team:

- Support the ongoing development of the HRIS/Payroll, benefits and employee records systems.
- Ensure the resolution of day-to-day employee relations matters by providing guidance, reviewing documentation, and promoting consistent, respectful, and policy-aligned responses.
- Collaborate with the HR team in the development of HR policy and procedure.
- Oversee the recruitment, onboarding and orientation process of new hires.
- Support or coordinate preliminary fact-gathering and documentation related to workplace concerns, complaints, or investigations.

As a member of the CFSGE Management team:

- Participate in all management meetings, correspondence and feedback loops.
- Participate in projects and committees, as assigned.
- Effectively contribute to the organization's strategic vision, mission and values including the integration and advancement of equity, diversity and inclusion best practices.

- Work in compliance with the provisions of the Occupational Health and Safety Act and regulations there under.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Demonstrated knowledge of Human Resources practices in a non-profit, community-based, or broader public service environment, with the ability to balance operational needs, employee experience, and service delivery priorities.
- Strong knowledge of applicable Human Resources and labour relations legislation, including the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, and other relevant employment-related legislation.
- Strong knowledge of the Occupational Health and Safety Act and related standards, including psychological health and safety in the workplace.
- Sound knowledge of core Human Resources functions, including recruitment, onboarding, employee and labour relations, performance management, job evaluation, compensation, policy development, training and development, HR administration, and workforce planning.
- Ability to interpret and apply collective agreements, legislation, policy, and Human Resources best practices to support sound decision-making and guide leaders.
- Leadership, coaching, and supervisory skills, with the ability to support staff development, accountability, and continuous improvement.
- Conflict competency, conflict resolution, and problem-solving skills, with the ability to navigate sensitive workplace matters, support difficult conversations, and promote respectful, trauma-informed, and psychologically safe workplace practices.
- Strong organizational and time management skills, with the ability to manage competing priorities and deliver high-quality work in a complex environment.
- Analytical skills, including the ability to gather, interpret, and report on Human Resources data and trends to support planning and decision-making.
- Experience with HRIS, payroll and benefits systems, databases, Microsoft Office applications, and other workplace technology tools.
- Basic knowledge of accounting principles and payroll and compensation foundations.
- Excellent verbal, written, interpersonal, and professional communication skills, including the ability to prepare clear documentation, correspondence, and reports.
- Ability to build and maintain effective working relationships with employees, leaders, union representatives, and external partners.
- Professionalism, sound judgment, discretion, and the ability to maintain confidentiality when handling sensitive Human Resources matters.
- Commitment to equity, diversity, inclusion, belonging, and anti-racism, including knowledge of anti-Black racism and culturally responsive workplace practices.
- Knowledge of the ongoing impacts of Residential Schools and the Sixties Scoop on Indigenous peoples, and an understanding of Indigenous cultures, histories, and practices.

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer

- Consent for Child Welfare check - Results must be satisfactory to the employer
- Must have a valid Ontario “G” class driver’s license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

Strong preference will be given to applicants from equity deserving groups including but not limited to: First Nations, Metis or Inuit, South Asian, African Canadian, 2SLGBTQ+ populations.

ANNUAL SALARY RANGE	In accordance with the Non-union Wage Grid - Level 6 \$94,691.77- \$110,774.88 (April 1, 2026, Grid rates)
APPLICATION PROCESS:	Please submit resume and cover letter electronically at: Email: tarah.middleton@cfsge.ca
CLOSING DATE:	July 5, 2026 4:30pm