



Job Specification

Position Title: HR ADVISER
Job Code: MCP - Personnel Administration AM-18, APL18
Job ID: 14590

Purpose of Position:

To independently provide a full range of professional human resource management advisory services to a designated area of the Ontario Provincial Police (OPP), developing a strategic business partnership with client managers in support of proactively culturing and promoting the leading human resource management practices and fostering a respectful work environment free of discrimination and harassment.

Duties/Responsibilities:

In a team-oriented Unit of the Human Resources Section, of the Career Development Bureau of the OPP, responsible for providing optimal customer service through the delivery of a full range of strategic generalist human resource services to both uniform and civilian employees, this position:

1. Develops strategic partnerships with client managers to assist them in achieving their business goals through acquired knowledge of their current and future business requirements/activities. Works with client managers to initiate, develop and implement creative workable solutions and strategies with regards to shifts in culture, organizational design, restructuring, job design, succession planning, change/transitional management and position management within a changing environment.
2. Provides client focused advice and expertise on the Ontario Public Service (OPS) policies/directives for Illness, Injury and Employment Accommodation (IIEA) and Attendance Support Program (ASP). Works proactively with and supports client managers in addressing return to work and workplace accommodation issues to ensure employees are productive and performing meaningful work.
3. Provides advice and interpretation of all relevant legislation, regulations, policies, directives, guidelines and Memorandum of Understanding (OPPA-uniform and civilian and AMAPCEO) and ensures compliance and consistency in the day-to-day management of the workforce and government authorities impacting working conditions.
4. Uses strategy-based approaches to build leadership capacity and support high organizational performance through educating client managers through the development and delivery of information sessions, presentations, resource materials and attending meetings on wide range of human resource management topics and OPS policies/directives.
5. Provides client focused advice and expertise on OPSs Workplace Discrimination Harassment Prevention Policy (WDHP), including proactively working with client managers in prevention-oriented practices and resolution of discrimination and harassment as soon as possible, and in a way that least disrupts ongoing working relationships. Provides high-quality, effective, efficient learning and development to support client managers on policy and non-policy violations, fostering a healthy, rewarding, productive and respectful working environment.
6. Provides advice and guidance to client managers on employee relations involving grievance/complaint response and resolution, by way of, researching grievance/case law, developing viable options of the effective management of employee/employer relations, interpreting legislation, organizing information and documentation; and participating at grievance process meetings and/or mediation meetings. Provides advice and consultation to client managers on progressive discipline matters/issues, including, attending meetings.
7. Determines the proper classification level of positions through the application of position analysis and job evaluation procedures, techniques and methods, with full delegated authority for delegated classifications, discussing classification problems with all levels of management including Ministry staff, auditing and verifying class allocations for classification grievances.
8. Provides expert advice and guidance to client managers in the planning and conducting defensible selection processes in accordance to OPS policy to ensure the effectiveness and legal propriety of such

processes, including, building behavioural competencies into the selection process and discussing relative equality issues.

9. Leads and participates on assigned special projects/initiatives and/or committees that contribute to the planning, developing and delivery of organizational strategies to improve workplace effectiveness in a policing environment. In addition, builds internal knowledge by consulting and meeting with colleagues on a regular basis on common issues, identification of trends and gaps which impact managers with the intent to collectively better support the client.

10. Performs other duties as assigned.

Knowledge:

Position requires thorough knowledge of human resource theories, principles, practices and techniques with specialized knowledge and expertise in the human resource management functions of organizational design, job analysis, return-to-work/employment accommodation, employee relations, recruitment and selection, compensation, position management in order to provide advice to clients. Position requires knowledge of relevant governing acts, legislation and regulation, such as, Ontario Human Rights Code, Public Service Act, Employment Standards Act, Ontario Labour Relations Act, MOU (OPPA and AMAPCEO), OPS policies/directives (e.g. WDHP, ASP, IIEA, Performance Management, Learning & Development, Staffing, Compensation, etc) and relevant case law in order to interpret and provide consultation and advice to client managers. Position requires knowledge and awareness of issues relating to organizational discrimination and systemic barriers to promote an organizational culture free of discrimination. Analytical, research and problem solving skills to interpret legislation/directives/policies/MOU, identify impact of corporate initiatives on client operations and research and evaluate case law. Driven by the desire to continuously increase the scope and depth of knowledge acquired and shared and seeks opportunities to apply current knowledge as means of constantly updating and expanding expertise. Ability to work with a long-term perspective in addressing client issues and builds an independent opinion on clients needs, issues or opportunities as a trusted advisor. Prioritizes actions effectively in order to respond to numerous and complex challenges and demands from client managers and meets conflicting deadlines. Ability to influence others in order to achieve desired results by building support and commitment to adopt a specific course of action. Demonstrates cooperation within and beyond own team, supporting team decisions and sharing in the overall success and failure of the group. Oral communication skills are required to sustain good working relationships with client managers, Association representatives and colleagues; and delivering presentations. Written communication skills in order to craft letters, presentation materials, issue notes, position descriptions and correspondence. Project management skills to lead or participate on self-directed teams, projects and initiatives.

Judgement:

Work is independently performed in a team-oriented environment under the general supervision of the manager. The position has access to relevant acts, legislation, directives, policies, guidelines and MOU. Judgement is exercised in: providing consistent advice to client managers with effective and proactive consultation, recommendations and alternative strategies on a variety of human resource management issues/policies/best practices; providing interpretation to client managers regarding regulations, acts, policies, directives, guidelines and MOU entitlements; analyzing and evaluating positions to determine proper classification; proactively responding to and supporting client managers in the resolution of complex employee relations issues to avoid potential grievances; assisting managers in resolving employee issues and ensuring a workplace free of discrimination and harassment; developing and implementing strategies to support organizational changes and using best practice approaches and theories in advising client managers through the process; analyzing and recommending effective organization structures giving appropriate consideration to corporate initiatives and organization/employee transition theories and practices; providing input to contentious issues including development/recommendation of client`s position on an issue; negotiating settlements on contentious issues and building effective partnerships with client managers; and building client manager`s capacity for human resource management practices/policies including the development of tools and resources.

Accountability - Programs:

This position is a lead specialist and expert on human resource management practices, theories, programs and policies responsible for the provision of consultative services to OPP management on both civilian and uniform matters. This role is responsible for the continuous improvement in programs, practices and services and building the organization`s capacity as it relates to human resource management.

Accountability - Impact of Errors:

Poor advice on employee relations may result in grievances, inequities, low employee morale and working in a poisoned work environment. Poor staffing decisions could result in an unsatisfactory job match impacting adversely on program and/or employee effectiveness. Inappropriate recommendations to managers on organizational design would have an adverse affect on program delivery and failure for client managers to meet business goals and objectives. Failure to provide expert advice and

development for client managers on human resource management practices, programs and policies would adversely affect the Bureau`s credibility and long-term reputation. Errors in judgement in classification could result in inequities within the OPP or ministry or OPS setting inappropriate precedents, which could have significant cost impacts. The implications of many actions can be long-term and frequently are difficult to correct.

Contact - Internal:

Frequent contact with client managers to provide advise, develop and coach on various human resource managements matters. Frequent contact with peers to share/exchange information and ongoing team development. Contact with Bureau staff to share/exchange information and advise on human resources matters when required.

Contact - External:

Regular contact with members from OPPA to discuss employee relations matters and grievances; and other ministry members to share and exchange information.