

Volunteer Opportunity – Human Resources Committee

Term: Minimum one year

Start Date: March 1, 2023

Responsible to: Chair, HR Committee of the Board of Directors

The University Hospitals Kingston Foundation (UHKF) is the fundraising arm of Kingston Health Sciences Centre (KHSC) and Providence Care. From hospital to home to community and beyond, every donation to UHKF helps to grow healthcare facilities, equipment, programs, research and education for people across southeastern Ontario

Values to Guide our Actions

In our work together, we will demonstrate that we value:

Exemplary Character—respect, integrity and accountability.

Transparency—clarity of purpose, process and impact.

Passion for Achievement and Excellence—striving to be the best we can be.

Meaningful Relationships—achieving goals through collaborative partnerships.

Resourcefulness—exhibited through adaptability, innovation and teamwork.

The Opportunity

We are seeking a human resources professional to join the UHKF Board's HR Committee to support the team that will undertake the largest healthcare fundraising campaign in our lifetime. This the perfect volunteer opportunity for a driven individual to work collaboratively, provide strategic advice and guidance, and share best practices.

RESPONSIBILITIES:

1. Determine a strategic course of action for all compensation packages, pay equity, benefits, issues and processes governing the well-being of all employees at UHKF.
2. Review and recommend to the UHKF Board the approval of policies and procedures that deal with matters of human resources.

3. Receive evidence on trends in remuneration and benefits, including where necessary commissioning any reports or surveys aimed at establishing the Foundation's market position or exploring particular aspects of remuneration.
4. Provide advice to the Board for final decision making on any major changes to the benefits policy.
5. Approve the salary review process and any collective annual increment available for reviews. The committee will not normally be concerned with individual salaries or terms of employment unless they fall outside the scope of agreed policies or delegated authorities.
6. Review and monitor the effective management of risks specific to human resources and succession.
7. Review periodically the Foundation's monitoring and compliance with workplace legislation and regulations including, but not limited to, Occupational Health and Safety (OHS), Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards (ESA), Human Rights Act (HRA) and Privacy as it relates to employee records.
8. Review and report back to the Board on any matter of human resource concern that is referred to the Committee by the Board or President and Chief Executive Officer.

QUALIFICATIONS:

Post-secondary education in Human Resources or an equivalent combination of education and experience is required.

Minimum of three (3) years of related Human Resources experience.

Certified Human Resources Leader (CHRL) designation is an asset.

Knowledgeable on employee recruitment, selection and separation, employee and/or labour relations, policy and procedure development, performance management, and compensation and reporting.

Understanding and knowledge of human resources and health and safety principles and applicable legal and regulatory guidelines is required, including but not limited to the Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), Human Rights Code (HRC), Personal Information Protection and Electronic Documents Act (PIPEDA), and other applicable regulations.

Experience in or working with non-profit organizations desirable.

Maintain a high level of confidentiality and exercise discretion.

Interested candidates please forward your cover letter and resume to Lori.Faggiani@uhkf.ca.