

Job Posting	Bilingual Senior Human Resources Officer
Organization	Egale Canada
Department	Human Resources
Reporting Relationship	Director of Human Resources
Project Funded	1 year with possibility of extension
Location	Remote/Canada or Hybrid Toronto
Application deadline	Open until filled
Apply to	jobs@egale.ca, cover letter required (see details)

Who we Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

The bilingual Senior Human Resources Officer (“SHRO”) is responsible for supporting the organization in a generalist capacity primarily involved in the execution of human resources policy and program development and consultation.

The bilingual SHRO reports to the Director of HR and will work closely with other members of the HR team, employees, and management within the organization.

The bilingual SHRO provides human resources advice that increases and strengthens capacity to prevent discrimination and promote equity, diversity, inclusion, decolonization, and accessibility in the workplace.

The bilingual SHRO will engage with external organizations, communities, and sectors to offer subject matter expertise in the development of effective strategies and policies to increase their equity, diversity, inclusion and decolonization processes.

Under the direction of the Director of Human Resources the bilingual SHRO will work with organizations across the country to assist with the removal of barriers, to reduce hate, racism, sexism, homophobia, transphobia, biphobia, and other forms of discrimination for historically marginalized groups (i.e., women, persons with disabilities, 2SLGBTQI communities, Indigenous peoples, racialized persons, immigrants and refugees, and others).

Core Duties & Responsibilities

- Examine current issues and trends, research promising practices, and use data and information to develop evidenced-based policies, policy responses and positions, programs, and initiatives.
- Develop and maintain a network of relationships with organizations to identify needs and emerging issues, as well as influence the implementation of human resources strategies.
- Provide consultation, gathering, exchange and clarification of information pertaining to policy development and implementation with a wide range of Egale staff and managers at all levels, Egale's external partners, and project participants.
- Collaborate with groups to implement projects and initiatives that raise awareness, realign services, build public policy, create discrimination-free

environments, and strengthen community action to address discrimination at all levels, including systemic discrimination.

- Consult with individuals, communities, and organizations to strengthen their capacity and ability to address discrimination issues in their communities and organizations.
- Assist in the design, setup, and operation of an hr help desk to respond to hr support requests both internal to Egale and externally.
- Conduct basic research and analysis in assigned areas to support the provision of human resources advice.
- Conduct needs assessments with departmental systems to source required information to support the provision of advice.
- Write correspondence, briefs, submissions, reports, updates and statements.
- Maintain accurate records of hr advice interactions, including key discussions, decisions, handwritten and electronic notes. Escalate or refer complex issues or requests.
- Assist in the mentorship of the HR Coordinator and HR Officers in support of the provision of human resource services.
- This is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.

Qualification Requirements

Education

- A university degree in Human Resources or related fields such as law, public policy, social sciences.
Professional designation (ie. CPHR or related) is an asset.

Experience

- A minimum of five (5) years experience and training directly related to standard and complex human resources functions.
- A minimum of four (4) years experience in progressive policy-related work required.
- Demonstrated experience in working with equity, diversity, inclusion and decolonization, anti-racism, human rights, ability management and gender programs required.
- Experience working with systems, (i.e., Microsoft Office 365, MS Teams, SharePoint, Excel).
- Experience working with unions and administering collective agreements preferred.

- Related experience or education equivalencies may be considered.

Knowledge/Abilities/Skills:

- Bilingual in French and English language required.
- Excellent written and oral communication skills including French inclusive authoring required.
- Substantive experience in the development and implementation of policies, innovative and effective inclusion techniques, and human resources practices.
- Demonstrated ability in building partnerships and collaborations, including the ability to influence and facilitate change.
- Advanced knowledge of 2SLGBTQI equity and inclusion frameworks.
- Advanced knowledge and understanding of equity, diversity, inclusion, and decolonization (EDID) principles, a strong understanding of Anti-Racism and Anti-Oppression frameworks.
- A strong understanding of employment-related legislation and policy in Canada.
- Ability to gather information from varied sources, analyze and interpret information to formulate reports and make decisions related to policy planning.
- Ability to prioritize competing workload pressures in an effective manner and contribute to the organizational goals.
- Ability to work cooperatively and collaboratively with a variety of teams within the workplace, community, and other Government agencies to meet client goals and objectives.
- Ability to interact positively, build relationships and work effectively with others.
- High ethical standards and ability to lead by example.
- A demonstrated commitment to valuing differences and working alongside diverse people and perspectives.
- Ability to maintain a high level of confidentiality.
- Ability to demonstrate high attention to detail.
- Ability to work independently with minimal supervision.
- Ability to effectively manage workload in a fast-paced environment.

Salary Range: Commensurate with qualifications and experience

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.



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How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for Bilingual Senior HR Officer" before May 16, 2022 at 4:00PM EDT to jobs@egale.ca

Egale's Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.