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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL LEAD, HUMAN RESOURCES

**DEPARTMENT:** SENIOR LEADERSHIP

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** CHIEF EXECUTIVE OFFICER

**POSITIONS SUPERVISED:** VARIOUS HUMAN RESOURCES STAFF

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## POSITION SUMMARY

Reporting to the Chief Executive Officer, the Regional Lead, Human Resources is a member of the Senior Leadership Team and is responsible for the overall design, development, implementation, planning, directing and evaluating the Human Resources System within the Interlake-Eastern Regional Health Authority (IERHA). Primary responsibilities relate to leadership, overall control and management of the Human Resources team which includes, Recruitment and Retention, Labor Relations, Organizational Development, Scheduling, and Occupational Safety and Health.

The position of Regional Lead, Human Resources functions in a manner consistent with, and supports the mission, vision, values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works collaboratively with Senior Leadership Team and others to determine the strategic and operational planning requirements as they relate to Regional Human Resources Team
- Manages the organization's human resources infrastructure, including developing, interpreting and applying Regional Policies and Collective Agreements;

- Liaises with key stakeholders including Manitoba Health, other government representatives and union representatives to ensure effective working relationships that facilitate issue resolution are developed.
- Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources.
- Provides leadership in the development of a positive work culture that is consistent with the organization's mission, vision and values.
- Provides oversight for the grievance and respectful workplace processes and resolution of the issues identified.
- Participates in the collective bargaining process as required.
- Prepares annual capital and operating budget by determining staffing levels, supply and equipment needs. Monitors and analyzes results against fiscal targets.
- Provides substantial contributions to making the organization safe for patients, residents, clients and staff.
- Participates in regular staff meetings.
- Represents Human Resources on specific committees, Task Force and/or Working Groups.
- Pursuant to the Regional Health Authority Act, Interlake - Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Possesses a degree in a human resources or another related discipline.
- A suitable combination of post-secondary education and health care experience relevant to the position may be considered.

**REQUIRED KNOWLEDGE:**

- Knowledge and experience in health care policy and procedures.
- Comprehension and discernment of labour legislation and Union contracts within the Province of Manitoba.

**EXPERIENCE REQUIRED:**

- Minimum of five (5) years middle-senior level health management experience.
- Must possess at least five (5) years Human Resources Management experience.
- Experience in employee and labour relations.

**SKILLS/COMPETENCIES:**

- Commitment to the vision, mission and values of the IERHA.
- High level of integrity, confidentiality and accountability.

- Experience achieving fiscal targets including preparation and management of budgets.
- Valid driver's license.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

The Lead, Human Resources possess and demonstrates the following LEADS Framework competencies that drive organizational success:

**Lead Self:**

*Time Management:* Manager own work activities and delegates tasks to achieve maximum efficiency.

*Mastery of Change:* Accepting of new initiatives and leads the implementation process amongst team members.

**Engage Others:**

*Leadership:* Facilitates, guides and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment and effectiveness.

*Communications:* Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

**Achieve Results:**

*Resource Management:* Manages human, capital, financial and information resources so that organizational objectives are achieved.

*Results Management:* Plans and establishes courses of action for self and others that are results oriented.

*Quality Improvement:* Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

**Develop Coalitions:**

*Public/ Community Focus:* Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.

*Team Focus:* Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

**Systems Transformation:**

*Conceptual Skills:* Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are taken into account.

*Systems Thinking:* Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Assumes Regional Senior Leadership on-call duties which may require acting CEO status.
- Evening and weekend work as required.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
November 4, 2021  
Date

Approved by: \_\_\_\_\_  
Regional Director/Manager/Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

\_\_\_\_\_  
Employee Signature