

Western Engineering Human Resources & Facilities Team - Who Does What?

Updated May 12, 2022

Director of Administration	Assistant to the Dean	Manager, Facilities	Manager, Staff Human Resources	Human Resources Coordinator	Human Resources Coordinator	Human Resources & Facilities Assistant
Christina Bobier	Sue Chapman	Mike Gaylard	Riley McManus / Kate Speers	Ingrid Timusk	TBD	Maddie Freedman
KEY ACCOUNTABILITIES						
<ul style="list-style-type: none"> • Human Resources (Faculty & Staff) • Leads all Faculty HR functions & recruitment • Academic Administrative Recruitment (Chairs, Assoc Deans) • Employee and Labour Relations incl grievance resolution • Faculty Governance <ul style="list-style-type: none"> - Faculty Council, Executive Committee and Faculty-level Committees - Faculty Surveys (CODE< NCDEAS, ASEE) • Strategic Planning, Change Management & Annual Budgeting • Faculty Operations and Facilities Management <ul style="list-style-type: none"> - Health & Safety - Contingency Planning and Emergency Management - Recovery Planning - Capital Asset Management and Renovation - Infrastructure Projects 	<ul style="list-style-type: none"> • Front line administrative support to the Dean's Office • Manages Deans calendar • Admin support to Dean and senior leadership team • Event planning for all decanal and wellness committee events • Decanal visitors/visits; travel arrangements • Logistics support for academic admin recruitment • Faculty Governance admin support to Director • Assistant Building Emergency Coordinator; member of the Building Emergency Team 	<ul style="list-style-type: none"> • Oversees all capital infrastructure and maintenance • Building Security and access • Coordinates all construction and renovation projects • Capital Requests and Space Planning • Occupational Health & Safety Team • Inspections & Compliance Reporting • Accident/Incident Reports • Building Emergency Team • Emergency Response • Recovery Planning • Member of Western's HazMat Team 	<ul style="list-style-type: none"> • Leads all Staff HR functions incl recruitment, job design, onboarding and orientation • Conflict management • Staff performance management • Staff training & development • Vacation and attendance management • Mentorship • Support in interpretation and implementation of collective and employee agreements, policies and procedures, legislation 	<ul style="list-style-type: none"> • Employee relations support (faculty/staff) • Payroll for full-time staff/faculty • Part time Staff recruitment • Part time Faculty recruitment (Limited Duty/Standing Appointments, Adjuncts/Cross/Affiliate appointments) • Promotion & Tenure • Faculty Orientation planning • Faculty Annual Performance Evaluation • Data management and reporting • Assists Western Engineering Awards Adjudication Committee 	<ul style="list-style-type: none"> • Employee relations support (faculty/staff) • Payroll for full-time staff/faculty • Part time Staff recruitment • Full time Faculty recruitment • Visiting Academics • Volunteer appointments • Promotion & Tenure • Sabbaticals • Workload (incl Alternative Workload) • Official file management • Data management and reporting 	<ul style="list-style-type: none"> • Front line administrative support to HR and facilities teams • HR & Facilities websites (intranet) • Monthly Staff Leave reports • Quali forms • Employment confirmation letters • Account Code Changes/Funding Changes • Student Summer Research Appointments • Weekly payroll keying: staff, work bursary students, DW and Summer Academy • Logistics support for faculty & staff recruitment and onboarding • Room booking and card access requests • Work order requests for maintenance • Thermoluminescent Dosimeter (TLD) Badges • Occupational Health & Safety Committee administrative support • Health & Safety training and compliance reports • Emergency management logistics support • Director, Manager calendars