

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

Updated December 2, 2020

Director of Administration	Manager, Facilities	Manager, Staff Human Resources	Human Resources Coordinator	Human Resources & Facilities Assistant
Christina Bobier	Mike Gaylard	Riley McManus	Vacant	Maddie Freedman
KEY ACCOUNTABILITIES				
<ul style="list-style-type: none"> Human Resources (Faculty & Staff) <ul style="list-style-type: none"> HR & Facilities Team reports to Director Leads all Faculty HR functions & recruitment Conflict management We Act Implementation Faculty performance management Infrastructure & Facilities Faculty Governance <ul style="list-style-type: none"> Faculty Council, Executive Committee and Faculty-level Committees Academic Administrative Recruitment (Chairs, Assoc Deans) Strategic Planning & Budgeting Faculty Operations <ul style="list-style-type: none"> Contingency Planning and Emergency Management Recovery Planning 	<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 	<ul style="list-style-type: none"> Leads all Staff HR functions & recruitment <ul style="list-style-type: none"> on-boarding/off-boarding Job descriptions PIF approvals Conflict management Staff Mentorship Resource Group Staff performance management Staff training & development WEAct implementation (staff) Leaves of Absence (staff) 	<ul style="list-style-type: none"> Employee relations support (faculty/staff) Manages all payroll for staff/faculty, work bursary students, DW and Summer Academy Leaves Management – Staff Part time Faculty recruitment (Limited Duty/Standing Appointments, Adjuncts/Cross/Affiliate appointments) Part time Staff recruitment Faculty/staff orientation planning Visiting Foreign Academics Volunteer appointments Staff & Faculty Salary - questions and discrepancies 	<ul style="list-style-type: none"> Front line administrative support to HR and facilities teams HR & Facilities websites (intranet) Official file management Data management and reporting Kuali forms Event planning Employment confirmation letters Account Code Changes/Funding Changes Logistics support for faculty & staff recruitment and onboarding Room booking and card access requests Work order requests for maintenance Thermoluminescent Dosimeter (TLD) Badges
Collective Agreement(s) & Legislation				
<ul style="list-style-type: none"> GTA Collective Agreement UWOFA Collective Agreement Grievance management (faculty, staff & GTA) Promotion & Tenure 	Occupational Health & Safety Act	<ul style="list-style-type: none"> UWOSA Collective Agreement PMA Agreement and Policies PDA Collective Agreement Western HR policies Employment Legislation AODA legislation 	<ul style="list-style-type: none"> Sabbaticals Workload (incl Alternative Workload) APE Procedures & Criteria Annual probationary review process 	<ul style="list-style-type: none"> Occupational Health & Safety Committee administrative support Health & Safety training and compliance reports Classroom Ambassador Scheduling support
OTHER				
<ul style="list-style-type: none"> All-Staff Meetings Privacy Officer Faculty Surveys (CODE, NCDEAS, ASEE) 	Member of Western's HazMat Team	<ul style="list-style-type: none"> Back-up Privacy Officer 	<ul style="list-style-type: none"> Assists Western Engineering Awards Committee 	<ul style="list-style-type: none"> Director, Manager calendars Survey support to Director of Administration