

Apply By: Wednesday, July 6, 2022 11:59 pm EDT

BLACK ALLIANCE INTERNSHIP - HUMAN RESOURCES (UNILINGUAL & BILINGUAL, FRENCH/ENGLISH)

Organization: Various Ministries

Division: Various Divisions, Various Branches, Various Departments/Units

City: Toronto

Job Term: 6 Temporary fixed term contracts up to 12 months

Job Code: I0402A - Human Resources37

Salary: \$51,582.00 - \$66,481.00 Per Year

Posting Status: Open

Job ID: 183200

Black Alliance Internship

The OPS is dedicated to recruiting and advancing top talent while building a diverse public service. This exciting opportunity offers recent Black or Black bilingual (French-English) post-secondary graduates the opportunity to develop their careers and gain valuable work experience with one of Canada's top employers.

We seek to recruit and advance bright talent for the future, and we offer personal and professional growth, coaching and mentorship, along with a competitive salary.

Personal Information

The Ontario Public Service (OPS) is committed to building a workforce that reflects the communities it serves and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful, and equitable workplace. To enable this commitment and advance broader organizational objectives, this dedicated internship has been created for eligible applicants who self-identify as Black, or Black bilingual (French/English). As part of the application process, all applicants must respond to a self-attestation. Applicants who do not belong to one of these two groups or who choose not to identify will not be eligible.

What can I expect to do in this role?

Human Resources (HR) professionals provide key strategic and operational support to clients in planning for and delivering on business priorities. They also develop and deliver modern enterprise human resource strategies, policies, programs and services. Interns carry out a variety of assignments where they assist in areas such as:

- Provide quality service-oriented advice to clients by interpreting and applying appropriate legislation, collective agreements, policies and procedures
- Assist in providing specialist services to line managers, OPS employees and HR business units in the areas of workforce health and safety, ergonomic education and assessment, workplace safety audits and injury support

How do I qualify?

Mandatory

- You must self-identify as Black (regardless of your cultural identity or place of birth).
- You must have graduated or will complete the requirements to graduate with a degree, diploma or post-graduate certificate from a recognized or legally authorized post-secondary institution in the last five years (May 2017-June 2022).
- You must be legally entitled to work in Canada.

- French proficiency levels for bilingual placements will be tested and confirmed before hire.

Knowledge

- **Human Resource Management:** knowledge on the strategic use of people to achieve business goals. The application of HR management principles on an operational level focuses on the day-to-day processes of human resource planning, recruitment and selection, classification, salary, performance management, training and development, and the employer/union relationship
- **Interpretation and application of legislation, collective agreements and policies:** includes Ontario labour and employment legislation, multiple collective agreements and a wide range of HR policies, procedures and guidelines related to recruitment, health, safety and wellness, performance management, and learning and development

Skills

- **Analytical:** identify trends and relevant themes to support the development of user-focused and evidence-based findings and recommendations
- **Collaboration:** work with others across the organization to identify and solve a problem or achieve a common goal that is mutually beneficial
- **Relationship Management:** build and maintain strong working relationships with clients, stakeholders, partners and colleagues while demonstrating respect, ethics and extending trust in order to achieve organizational goals
- **Planning and Coordinating:** prioritize tasks, manage competing priorities to effectively manage time in order to meet deadlines.
- **French Language:** for some placements, French proficiency is not required but is considered an asset.

Human Resources Placement Information

2 Bilingual Temporary – up to 12 months, Advanced, London, Oshawa

- Ministry of Attorney General, London, Criminal Record Check
- Treasury Board Secretariat, Oshawa (could be Ottawa, Kingston, Toronto, St Catharines, Hamilton, London)

4 Temporary – up to 12 months, Toronto

- Cabinet Office, Criminal Record Check
- Ministry of Environment, Conservation and Parks
- Ministry of Government and Consumer Services
- Ministry of Heritage, Sport, Tourism and Culture Industries

OPS Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals who meet the mandatory eligibility to apply and encourage applications from people with disabilities as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the **OPS Anti-Racism Policy** and the **OPS Diversity and Inclusion Blueprint** pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's **Human Rights Code**. Refer to the application instructions below if you require a disability-related accommodation.

Additional Information:

Address:

- 1 Bilingual Temporary, duration up to 12 months, Toronto, Toronto Region, Criminal Record Check
- 1 Bilingual Temporary, duration up to 12 months, Toronto, Toronto Region
- 1 Temporary, duration up to 12 months, Toronto, Toronto Region, Criminal Record Check
- 3 Temporary, duration up to 12 months, Toronto, Toronto Region

Compensation Group: Management Compensation Plan

Schedule: 6

Category: Internships

Posted on: Wednesday, June 15, 2022

Note:

- [This ad is also available in French.](#)
- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Development Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- **These temporary internship positions are 12-month contracts starting August 29, 2022.**
- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other internship opportunities in the OPS and public sector organizations where TBS provides administrative services.
- In order to meet the program goals and ensure that our recruitment practices are fair, open and transparent, it is necessary that only those applicants who self-identify as Black are considered for this internship.
Personal information collected in this attestation will contribute to efforts in building a more diverse, inclusive, and accessible OPS. Information collected in this attestation will be retained by the Internships Unit, Treasury Board Secretariat and will be used to determine your qualifications for this program. Any data will be reported on an aggregate, depersonalized basis only. All information will be protected in accordance with the Freedom of Information and Protection of Privacy Act. The Government of Ontario is an equal opportunity employer and has a legal duty to accommodate under the Accessibility for Ontarians with Disabilities Act and Ontario's Human Rights Code. If you have any questions about this attestation or require accommodation to complete this attestation, please contact the Internships Unit at contact.oip@ontario.ca.

Please do not provide more personal information than what is asked of you. For example, do not include your social insurance number, photograph, or banking information, etc. with your application. We strongly encourage you not to provide us with information beyond that which is requested in the job posting.

How to apply:

1. You must **apply online**.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment. Remember: The deadline to apply is **Wednesday, July 6, 2022 11:59 pm EDT. Late applications will not be accepted.**

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.

Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the *Ontario's Human Rights Code*.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>