

COMPETITION #2022-E01**MANAGER OF HUMAN RESOURCES****Regular, Full-Time Exempt Position***Salary: \$101,274 - \$112,527***FUNCTION**

Reporting to the Chief Administrative Officer, this position is responsible for developing, implementing and monitoring Human Resources programs for all departments of the Town, including employee recruitment and retention, job evaluation, employee and labour relations, training and development, performance management, occupational health and safety, and policy development. This position plays a leadership role by providing recommendations and advice to the senior management team and Chief Administrative Officer on human resource strategies and matters that meet the needs of the Town.

DUTIES AND RESPONSIBILITIES

- a) Lead in the development, review and implementation of Town policies and programs covering a full range of Human Resources Management (HRM) functions and services.
- b) Organize, lead and participate in employee recruitment and training (such as creating and updating job descriptions, posting vacancies and new positions, arranging interviews and interview material, assisting with new employee orientation, etc.).
- c) Develop and implement a comprehensive training and orientation program for new employees.
- d) Administer the annual job evaluation program, and provide guidance to Directors/Managers regarding employee training and development.
- e) Provide timely, effective and consistent advice to the Chief Administrative Officer and Directors/Managers on a range of employee relations matters.
- f) Provide leadership and advice throughout all stages of the grievance process.
- g) Make recommendations to the Chief Administrative Officer with respect to hiring, compensation, suspension or termination, etc.
- h) Assist with Pay Reviews as described in the CUPE Local 374 Collective Agreement.
- i) In collaboration with other department Directors/Managers, develop succession plans for all departments of the Town.
- j) Along with the Chief Administrative Officer, represent the Town at the Greater Victoria Labour Relations Association (GVLRA) and participate in the collective bargaining process with both CUPE Local 374 and IAFF Local 5282.
- k) Provide leadership and recommend labour relations strategies and bargaining positions and prepare management bargaining proposals. Assist other staff with collective agreement interpretation.

- l) Attend and participate in regular labour relations meetings.
- m) Assist with benefits administration, including monitoring WBC and LTD claims.
- n) Monitor and evaluate the efficiency and effectiveness of HRM related policies and practices.
- o) Assist with organizing training and development programs, including safety training, as necessary, for employees in all Departments of the Town.
- p) Work with the Safety Officer to ensure that the Town's health and safety program complies with WorkSafe BC regulations.
- q) Ensure efficient and accurate record-keeping, and that all confidential and sensitive information is protected.
- r) Other duties and responsibilities as assigned by the Chief Administrative Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a) Extensive knowledge of proactive HR philosophies, practices and processes of recruitment and retention, job evaluation, employee and labour relations, training and development, performance management and health, safety and wellness.
- b) Thorough knowledge of labour law, employment standards, human rights and other related legislation required to ensure compliant policies and procedures.
- c) Strong interpersonal, communication (both verbal and written), negotiation, problem solving, decision making, leadership and general management skills.
- d) Ability to influence others and resolve conflict while exercising tact, diplomacy and respect for others.
- e) Ability to use discretion when dealing with confidential and sensitive matters.
- f) Ability to build and maintain effective working relationships with staff at all levels in (and external to) the Town in order to create a supportive, positive and cooperative organizational culture.
- g) Strong organizational, multi-tasking and prioritization skills while working in a fast-paced work environment.
- h) Proficient computer skills and knowledge of the MS Office Suite.

TRAINING AND EXPERIENCE

- a) A degree in Human Resources Management or related field from a recognized educational institution. Having a Certified Human Resource Professional (CHRP) designation would be an asset.
- b) Minimum 8 years of experience in Human Resources and labour relations. Experience working in a local government setting would be an asset.
- c) Minimum 5 years of experience in a unionized environment.

SUBMIT TO: Administration Department

CLOSING DATE: 4:00pm, Friday, September 23, 2022