

Job Posting: #2019-22

Job Title: Human Resources Manager

Department: Human Resources

Reports To: Chief Administrative Officer

Directly Supervises: Compensation and Health & Safety Coordinator

Indirectly Supervises: None

Hours per Week: 35

Salary Range: \$66,346 to \$80,645

Application Due Date: Tuesday July 2, 2019

Role Summary

This position is responsible for the development, implementation and management of the overall Human Resources function, including Health & Safety. Develops and implements new and revised corporate Human Resources policies and procedures. Provides guidance and recommendations to the CAO, Directors and managers regarding HR policies, procedures and employee relations.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide management and supervision of direct report and human resources administration which includes;
 - a. work planning, scheduling and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. promote team goals and harmony among team members.
2. Prepare the human resources salary and benefit annual business plan and budget (operating, capital) and participate in the review and approval process with Council.
3. Monitor the overall performance of Human Resources against business plans and budgets.
4. Manage, develop and implement new/revised policies and procedures for the Municipality related to all areas of Human Resources and Health & Safety.

Human Resources Administration:

1. Manage and oversee recruitment related activities, and participate in the interview process for all positions up to and including the Director level.
2. Develop and advertise Municipal job posting and coordinates the selection process (schedule job interviews, development of interview questions/testing and conducts reference checks)
3. Prepare and negotiate employment contracts and letters of offer.

4. Research, develop and implement training initiatives and programs and conducts training sessions as required.
5. Develop and conduct new hire orientation/on-boarding for all new employees in conjunction with the Compensation & Health & Safety Coordinator.
6. Develop and implement (including communication and training) a revised performance management process and tools.
7. Provide input and make recommendations on staff development, succession planning, performance management coaching/mentoring, discipline, and termination.
8. Develop, coordinate and assist with employee engagement activities and employee recognition programmes/events as required.
9. Develop effective education, training, and communication strategies to ensure understanding of new and/or changed programs and policies.
10. Facilitate the employee off boarding process and perform exit interviews and ensures exit interview statistics are managed and communicated.
11. Prepares, in consultation with legal counsel where necessary, termination paperwork and facilitates the processes of termination of employment.
12. Ensure required documentation, communication is completed for the termination of employment.

Compensation & Benefits Administration:

13. Provide recommendations and support to management with regards to Organizational Design, specifically related to structure (people and salary) and roles.
14. Develop and update job descriptions and organizational charts based on Director approval and assist with developing new organizational structures and job descriptions.
15. Review compensation and benefits plans on a regular basis to ensure market competitiveness and equity.
16. In collaboration with consultants negotiate and amend benefit plans as required.
17. Manage compensation development including facilitating job evaluation, managing salary and benefit administration programs, regular reviews/updates of position descriptions and conduct and responds to external salary and HR surveys.
18. Provides input to and/or prepares reports, briefing notes, presentations, statistics and analysis for the Directors, CAO and/or Council, as required.

Employee Relations:

19. Facilitate and conduct workplace investigations and recommend the appropriate resolution of issues.

20. Recommend changes to corporate policy and practices to accommodate new legislation and evolving legal jurisprudence.
21. Liaison with Legal Counsel to seek advice/opinion and participate in legal proceeding as required.
22. Train and counsel municipal management concerning employee relations and associated management practices.
23. Review individual performance management situations, outlines requirements to leaders, determines specific issues, provides instruction and guidance, recommends solutions, monitors and measures incumbent progress, and determines follow up measures and actions as required.
24. Prepare and aid management in the development and delivery of critical communications to employees when appropriate.
25. Field individual employee concerns as appropriate; identify and address labour relations issues and shares potential solutions with incumbents and management to encourage actions that will foster a better work atmosphere for every employee.

Policy & Legislative Compliance:

26. Provide interpretation and recommendations for the implementation of all relevant Human Resources legislation (Employment Standards Act, Pay Equity, Employment Equity, Occupational Health & Safety and Canada Human Rights Act).
27. Research new policy topics, revise existing HR Policies, and update HR Policy and Procedure Manual as required. Communicate and train employees on new policies and procedures as required.

Health & Safety

28. Manages the Corporation's Health & Safety program, including policy development, training oversight, and management of the Health & Safety Coordinator.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Valid Class 'G' Driver's Licence in good standing and a reliable vehicle for corporate business.

Education, Skills and Experience

1. Post-secondary education in Human Resources, Public Administration, Business Administration or equivalent.
2. Human Resources Generalist with a minimum of 5 years' of related experience and supervisory/management experience preferably in a public sector organization.
3. Thorough knowledge of human resources principles and practices, application legislation including the Employment Standards Act, job evaluation methods, compensation and benefit administration, recruitment techniques, policy development, and employee relations practices and principles.
4. Excellent problem solving, work/project planning and management skills. Ability to work under pressure to meet legislative, corporate, and departmental deadlines, and the ability to exercise discretion and judgement when planning work programs and projects.
5. Communications and change management skills and experience.
6. Ability to deal with situations of conflict and mediate solutions to resolve issues/disagreements.
7. Budget experience including preparation, management and expenditure control.
8. Proficient in the use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and Visio). Knowledge and experience working with financial, payroll and HR software applications.
9. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, public relations and organizational skills.
10. Ability to develop material, facilitate presentations and present information sessions for staff and Council.
11. Ability to deliver a high standard of customer service while responding to enquiries and resolving complaints from staff, Council, and government ministries.
12. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.

Physical Demands and Working Conditions

- Physical demand requires sitting and extensive computer usage and concentration in an open office environment with exposure to employee conflict and criticism.

- Regular hours of work are Monday to Friday 8:30 am to 4:30 pm.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff, consultants, and government agencies.

Review and Approval

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2019-22 by Tuesday July 2, 2019 to:

jobs@meaford.ca

Attention: Human Resources

NOTE: For those applicants selected, in person interviews will be scheduled for the week of July 22, 2019, in Meaford.

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.