

Job Posting: #2020-14

Job Title: Manager, Human Resources

Department: Office of the CAO

Reports To: CAO/Director, Development Services

Directly Supervises: Health & Safety/HR Coordinator

Indirectly Supervises: None

Hours per Week: 35

Status: Permanent Full-time

Salary: \$81,677 to \$99,278

Application Due Date: Friday April 3, 2020

Role Summary

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

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide overall leadership for Human Resources and Health & Safety, management of direct reports and human resources administration which includes:
 - a. work planning, scheduling, payroll processing 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. authorizing overtime and leaves of absence;
 - e. promote shared team goals and collaboration among members.
2. Accountable to ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, and operate equipment and materials safely utilizing safe work practices. Ensure that documented procedural information is available and that necessary reports/follow-up to near misses and incidents are completed in a timely manner and reported accordingly.
3. Prepare business plans, annual operating and capital budgets pertaining to Human Resources and Health & Safety in consultation with SMT, Managers/Supervisors. Monitor overall performance of Human Resources against the business plan and budget, including authorization of expenditures. Prepare operating budget variance reports and corrective actions as required. Administer/monitor the approved annual budget including authorization of expenditures.
4. Prepare and assist in the preparation of reports and recommendations for Council. Attend Council, Committee, community and other public meetings and events as

required. Make presentations and provide advice/guidance on Human Resources related issues and strategies, new/pending legislation and regulatory guidelines. Initiate actions required by Council and coordinate and monitor assigned tasks emerging from meetings as directed by the CAO/Director, Development Services.

5. Manage, develop and implement new/revised policies and procedures for the Municipality related to all areas of Human Resources and Health & Safety.

Human Resources and Health & Safety 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.
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 effective education, training, and communication strategies to ensure understanding of new and/or changed programs and policies.
9. Facilitate the employee off boarding process and perform exit interviews and ensures exit interview statistics are managed and communicated.
10. Prepares, in consultation with legal counsel where necessary, termination paperwork and facilitates the processes of termination of employment.
11. Ensure required documentation, communication is completed for the termination of employment.

Compensation & Benefits Administration:

12. Provide recommendations and support to management with regards to Organizational Design, specifically related to structure (people and salary) and roles.
13. Develop and update job descriptions and organizational charts based on Director approval and assist with developing new organizational structures and job descriptions.
14. Review compensation and benefits plans on a regular basis to ensure market competitiveness and equity.
15. In collaboration with consultants negotiate and amend benefit plans as required.
16. 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.

17. Provides input to and/or prepares reports, briefing notes, presentations, statistics and analysis for the Directors, CAO and/or Council, as required.

Employee Relations:

18. Facilitate and conduct workplace investigations and recommend the appropriate resolution of issues.
19. Recommend changes to corporate policy and practices to accommodate new legislation and evolving legal jurisprudence.
20. Liaison with Legal Counsel to seek advice/opinion and participate in legal proceeding as required.
21. Train and counsel municipal management concerning employee relations and associated management practices.
22. 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.
23. Prepare and aid management in the development and delivery of critical communications to employees when appropriate.
24. 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:

25. 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).
26. 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

27. Provides leadership in developing, communicating and implementing a robust Health and safety program at the Municipality.
28. Manages the Corporation's Health & Safety program, including policy development, training oversight, and management of the Health & Safety/HR Coordinator.
29. Ensure Occupational Health and Safety roles and responsibilities are clearly defined, understood and acted upon by managers, supervisors, Joint Occupational Health and Safety Committee members and all employees.
30. Facilitation of all investigations into incidents and accidents and all applicable follow up.
31. Facilitation of all cases pertaining to Return to Work and Modified Duties.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
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.

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, a strong knowledge in all aspects of Occupational Health & Safety, and supervisory/management experience preferably in a public sector organization.
3. Experience implementing and managing a comprehensive organizational Health & Safety Program preferred.
4. Thorough knowledge of HR and Health & Safety 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.
5. 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.
6. Communications and change management skills and experience.
7. Ability to deal with situations of conflict and mediate solutions to resolve issues/disagreements.
8. Budget experience including preparation, management and expenditure control.
9. Proficient in the use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and Visio). Knowledge and experience working with financial, payroll and HR and on-line training software applications.
10. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, public relations and organizational skills.
11. Ability to develop material, facilitate presentations and present information sessions for

staff and Council.

12. Ability to deliver a high standard of customer service while responding to enquiries and resolving complaints from staff, Council, and government ministries.
13. 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.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2020-14 by Friday April 3, 2020 to:

jobs@meaford.ca

Attention: Human Resources

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.