



JOB DESCRIPTION

Job Title: **Manager of Human Resources**
Reports To: Chief Administrative Officer

Affiliation: Exempt
Salary: \$128,760/Yr. (2023 rate)
Revision Date: August 2023

Position Summary

Reporting to the Chief Administrative Officer, the Manager of Human Resources is directly responsible for planning and managing all functions of the Department including, but not limited to, recruitment and retention; employee and labour relations; health, wellness, and Occupational Health and Safety including claims and disability management, return to work and accommodation; job evaluation; performance evaluation systems; training and development; Human Resources Information Systems (“HRIS”); departmental budget maintenance, and organizational development, including organizational succession planning and submission of statutory reports.

The Manager of Human Resources is a critical and strategic thinker who exercises independent judgement, initiative, tact, courtesy, diplomacy, and sound judgement in the completion of their duties, which are confidential and sensitive in nature. The incumbent in this position should possess a passion for creative problem-solving and have a natural enthusiasm for building trust and contributing to a positive working environment.

Nature and Scope of Work

1. Plans, manages, leads, and maintains the day-to-day delivery and budget of all Human Resources programs and services.
2. Ensures compliance with Human Resources policies, procedures, and human resources / labour relations legislative requirements.
3. Develops, oversees, and communicates Human Resources programs, policies, and procedures.
4. Researches, develops, and delivers the application of best practices in Human Resources.
5. Prepares reports to Council on behalf of the Chief Administrative Officer, as required.
6. Acts as a strategic resource to the Chief Administrative Officer and management to support a positive, healthy, Collective Agreement and legislative compliant working environment.
7. Liaises with appropriate legal or other resources within allocated budget on issues including, but not limited to, Human Resources policy updates, workplace investigations, progressive discipline, contract negotiations and terminations.
8. Participates in collective bargaining by researching and preparing proposals, works with appropriate departments to implement changes, and communicates changes and intentions to employees. Provides guidance on interpretation of articles within Collective Agreements.
9. Works with management and Union representatives to ensure knowledge of and compliance with Collective Agreements and provides expert guidance through grievance/complaint processes. Maintains a grievance / complaint data base.
10. Develops effective relationships with employees, management, and Union representatives to enhance an atmosphere of confidentiality, integrity and trust.
11. Schedules, prepares for, and participates in Labour/Management meetings.
12. Leads the recruitment and hiring process including, but not limited to, providing advice to management, updating employment websites and seeking creative recruitment solutions, preparing interview questions and assessments, interviewing, contacting references and

candidates, providing feedback to unsuccessful candidates, and preparing offer of employment letters. Completes annual BC Pay Equity and Pay Transparency Reports

13. Oversees and conducts exit interviews and communicates with the Chief Administrative Officer recommendations for improvements
14. Researches, conducts job evaluations, and recommends compensation for new positions and as pay reviews are requested. Maintains and recommends changes to job descriptions.
15. Plans, coordinates, and leads the new employee orientation program.
16. Develops comprehensive and updated occupational health and safety management and wellness / attendance management programs, which are compliant with applicable legislation.
17. Oversees claims and disability management, return to work, accommodation, and other related matters.
18. Participates in monthly Joint Health and Safety Committee meetings and ensures members are in compliance with WorkSafeBC legislation. Oversees and participates in workplace inspections and incident investigations
19. Coordinates and performs audits of health and safety performance, identification of deficiencies, meets with the appropriate personnel to discuss deficiencies, and develops plans for corrective action.
20. Develops, maintains, and conducts training, learning, and development opportunities and/or secures outside consultants and programs, as required. Provides training, learning, and development advice for specialized division and departmental health and safety training, learning, and development. Evaluates effectiveness of programs and makes appropriate revisions
21. In collaboration with Union Executive, prepares, maintains, and monitors the effectiveness of performance evaluation process.
22. Updates the HRIS as employees arrive, depart, and transfer to other departments.
23. Coordinates other ad hoc human resources programs including annual hearing tests.
24. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function effectively and efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to handle sensitive information and maintain confidentiality at all times.
3. Ability to maintain consistency in practices and processes.
4. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
5. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
6. Ability to work well under pressure and to a deadline.
7. Thorough knowledge of business English.
8. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and Human Resources Information Systems, and the ability to learn other software systems as required.
9. Thorough knowledge of adopted District document management practices.
10. Working knowledge of the operations and functions of District departments.
11. Ability to create a positive working environment to develop and manage Human Resources Management practices, procedures, while remaining current.

12. Working knowledge of related municipal legislation, including *Local Government Act (“LGA”)*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act (“FOIPPA”)*.
13. In-depth knowledge of labour law and statutory requirements related to Human Resources Management, Human Rights legislation, Occupational Health and Safety Regulations, and Workers Compensation Act.
14. Strong strategic thinking and problem solving skills
15. Strong interpersonal skills and written and verbal communication skills.
16. Strong degree of integrity, respect, and professionalism.
17. Excellent organizational, prioritization, and time management skills.
18. Excellent team building skills.

Training and Experience Requirements

1. Completion of a degree in Human Resources Management or related discipline or a comparable combination of education and experience.
2. A minimum of five (5) years of work experience in Human Resources Management in a unionized environment at the Advisory or Manager level.
3. Chartered Professionals in Human Resources (“CPHR”) designation or the eligibility to obtain.
4. A valid Class 5 BC Driver’s Licence and a current Driver’s Abstract preferred.
5. A satisfactory Criminal Record Check.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Raechel Gray
I/Chief Administrative Officer

Date