
Manager of Human Resources

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Manager of Human Resources. 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.

To be considered for this role, applicants should have the following qualifications:

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

Additional consideration may be given to applicants with the following qualifications:

- Experience with SharePoint Online, Tempest, and Adobe Pro.
- CPHR designation or actively working towards it.
- Combination of experience and education.
- Related experience in local government.

This position is removed from the bargaining unit. The 2023 rate for the Manager of Human Resources is \$128,760/Yr., plus an excellent benefit package. To view the full job description and to **apply online**, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on September 29, 2023.

*The District of Sooke thanks all applicants for their interest and advises
that only those to be interviewed will be contacted.*