

CITY OF MARTENSVILLE

POSITION DESCRIPTION

POSITION: Human Resources Manager

NATURE AND SCOPE OF WORK:

Reporting directly to the City Manager, the Human Resources Manager is responsible for providing for strategic planning, organizing, directing, controlling and analyzing the operations of the Human Resources function for the City.

ILLUSTRATIVE EXAMPLES OF RESPONSIBILITIES:

1. Oversee the City's Human Resource operations and processes.
2. Ongoing policy development for human resource areas.
3. Strategically plan for the City's human capital needs in collaboration with the City Management staff.
4. Develops and implements human resources programs and procedures that optimize staffing and align workforce with strategic and operational goals. Human Resources programs many include but are not limited to policy development; compensation; employee relations; workforce planning; training; organizational development; performance management; recruitment; retention and selection.
5. Develops and maintains effective relationships with all levels of organizational staff and acts as an advisor and sounding board to address workforce issues, including grievances and to optimize talent, structure, process and culture.
6. Provides consultative support and "hands on" consulting support to management covering all human resource related areas such as performance management, employee relations issues including progressive discipline and investigations, including harassment investigations.
7. Provides guidance and interpretation of collective agreement, statutory laws, regulations and standards. Remains current with all best practices.
8. Participates in the collective bargaining process.
9. Conducts training needs analyses of the entire workforce to design appropriate and necessary training and development programs.
10. Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the City.
11. Attendance management and workplace investigations.

12. Manage the full-cycle recruitment process for all positions' management, out of scope and union.
13. Active member of the Joint Occupational Health & Safety Committee.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

1. Post-Secondary education in Human Resources and a minimum of 5 years' experience in an HR Generalist role.
2. Experience working in both a unionized and non-unionized environment.
3. Strong knowledge of Employment and OH&S Legislation.
4. Active member of the Joint Occupational Health & Safety Committee.
5. CPHR designation in an asset.

HOURS OF WORK

Monday to Thursday 9:00 am – 3:30 pm (24 hours per week); or as mutually agreed.

The successful candidate will also be required to submit a Criminal Record Check with vulnerable sector check.