



Job Posting 21-14

Manager, Human Resources

The Town of Cobourg is seeking a **Manager, Human Resources**. This position is responsible to provide effective leadership, customer service, and efficient management as it relates to the following areas of specialization: employee and labour relations, including collective bargaining, recruitment and retention, training and development, policy and procedure development, health and safety, compensation, job evaluation/pay equity, and benefit and pension plan administration.

The Manager of Human Resources will work collaboratively with Management and staff to foster a culture of excellence and inclusion that will attract, retain, develop and motivate qualified and engaged employees. The Manager of Human Resources is responsible for providing leadership and the perspective of Human Resource ethical standards in all areas of human resources and general administration; the Manager provides expert-level advice and guidance on all employee relations matters to the Management team related to both non-union and unionized employees. In collaboration with the Management team including the Chief Administrative Officer, the Manager develops strategies, plans, policies and procedures to achieve the Town Council's short and long-term goals and objectives in support of its strategic plan. The Manager also provides leadership in implementation of such strategies, plans, policies and procedures related to Human Resources (HR).

WAGE:

The wage scale for this position is Non-Union Grade 8 – \$ 81,754.40 - \$ 95,641.00 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at careers@cobourg.ca no later than **May 6th at 4:00pm**

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.