



Position Description

Manager, Human Resources

TITLE: MANAGER, HUMAN RESOURCES

DEPARTMENT: HUMAN RESOURCES

DIVISION: EXECUTIVE SERVICES

PURPOSE OF JOB:

The purpose of the **Manager, Human Resources** position is 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).

Further, the Manager, will provide professional advice and support to the Chief Administrative Officer and Senior Management.

This position requires the highest degree of confidentiality and discretion as the duties involve highly sensitive and personal matters.

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

MAIN RESPONSIBILITIES:

1. Develop, oversee and participate in employee recruitment processes to ensure successful onboarding and internal development of employees. Practices should be consistent with legislation, collective agreements, corporate policy and Human Resources ethical standards and best practice.
2. Administer terms and conditions for non-management/non-unionized employee group. Negotiate employment contracts for new non-management/non-union employees and new temporary employees subject to the provisions of the Town's policies and procedures. Under the direction of the Chief Administrative Officer assist in the negotiation of employment contracts for new management employees.
3. Oversee the provision and administration of benefits which includes the OMERS pension plan, health benefits and the Employee and Family Assistance program for Town of Cobourg and Cobourg Police Service
4. Advise and counsel Management and employees in day-to-day matters, providing guidance and coaching on a broad range of matters including; recruitment, performance management, discipline/termination, conflict resolution, training and development and employee engagement.
5. Advise and counsel Management, Employee Union representatives, and employees regarding the administration and interpretation of the collective agreements and applicable legislation.
6. Ensure legal compliance is maintained including but not limited to the Employment Standards Act

[ESA], Accessibilities with Ontarians with Disabilities Act [AODA], Labour Relations Act [LRA], privacy legislation, Occupational Health and Safety Act [OHS], Ontario Human Rights and any other applicable legislation.

7. Oversee, coordinate and facilitate the job evaluation and pay equity processes for Union and Non-Union staff. Prepare reports and recommendations. Ensure the town is in compliance with pay equity.
8. Lead the Town's negotiating teams during the collective bargaining process [with CUPE and FIRE]. Including the preparation of bargaining proposals; consulting with the management team and/or designates regarding their concerns and or needs with respect to current and/or new collective agreement language.
9. Facilitate the grievance, mediation and arbitration processes, which may include preparing written and verbal responses on behalf of the Town.
10. Respond to HR-related complaints (e.g. HR policy or Code of Conduct violation, human rights or workplace harassment and violence complaints, etc.). Response may include consultation, assistance with conflict resolution, mediation and/or investigations. Prepare reports and recommendations.
11. Coordinate the monitoring of accommodation and return to work programs for occupational and non-occupational related short term and long term disability absences, within parameters of best practices, collective agreements and Town policies and procedures.
12. Provide leadership and expertise in the development of Human Resources policies and procedures.
13. Participate on the following internal committees: Management, Pay Equity/Job Evaluation committee, Labour Management [CUPE and FIRE], and any other committee as may be determined by the Chief Administrative Officer.
14. Participate on the following external committee: Inter-Municipal Human Resources Committee.

Financial Responsibilities:

1. Responsible for the overall management, preparation and implementation of the Human Resources and Health and Safety budgets.
2. Authorize expenditures in keeping with corporate financial policies and procedures, ensuring fiscal responsibility.

SUPERVISION:

Direct: 1

Indirect:

EDUCATION & EXPERIENCE REQUIRED:

1. Undergraduate degree with a professional HR designation [CHRL] and five[5] years' experience in a progressively responsible management position; or
2. Diploma in Human Resources Management or Business with a professional HR designation [CHRL] and seven [7] years' experience in a progressively responsible management position.
3. Expert level knowledge of appropriate HR legislation and HR best practice.
4. Experience in a multi-union environment including leading the collective bargaining process, interpretation of collective agreements, managing grievances and arbitration procedures.
5. Specialized knowledge and a high level of judgement and decision making is required in staffing and recruitment, job evaluation, pay and benefit administration, labour relations, dispute resolution (including mediation), workplace investigation, legal and risk mitigation strategies, and negotiation techniques.
6. Advanced knowledge and understanding along with the ability to interpret legislation, employee agreements and other regulations.



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TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

1. Excellent judgement; strong initiative and ability to work independently.
2. Strict adherence to confidentiality and professionalism when dealing with difficult and sensitive situations.
3. Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast-pace environment.
4. Exceptional oral and written communication skills.
5. Must have or complete within an appropriate time frame approved by the Chief Administrative Officer and maintain certification throughout employment: Basic Emergency Management Course (BM200) and Joint Health & Safety Committee Part 1 and 2.
6. Strong computer skills including the Microsoft Office suite [Excel, PowerPoint, Word].

WORKING CONDITIONS:

1. Physical activities normally do not produce fatigue
2. Primarily working in an office environment
3. Sitting, standing, regular movement with choice
4. Significant visual demands involving writing and reading reports, use of computer
5. Ability to work evenings, weekends on short notice or as required
6. Frequent and ongoing exposure to daily interruptions and employee relations issues
7. Requirement to deal with difficult employee relations issues, terminations and other emotional situations
8. Carry an appropriate communications device to respond to corporate emergencies and divisional situations in a timely manner

N/A

Director Signature

Date

APRIL 9 2021

CAO Approval Signature

Date

Original: March 2021