
CITY OF CHARLOTTETOWN

HUMAN RESOURCES MANAGER

POSITION: Human Resources Manager

RESPONSIBLE TO: Chief Administrative Officer

PURPOSE: To provide a co-ordinated and strategic approach to the management of human resources within the Corporation of the City of Charlottetown.

NATURE OF WORK: This is a highly responsible administrative position providing strategic corporate advice and guidance in the effective management of the Corporation's human resources.

The Manager provides direct supervision to employees within the HR Department and is a member of the Management Team responsible for providing leadership and guidance in all matters related to human resources management including recruitment and selection, HR planning, compensation and benefits, workplace health and safety, labour relations and performance management.

The work requires considerable contact with elected officials, public sector unions and the municipal management team. The work is performed with wide latitude for independent judgment and action under the direction of the Chief Administrative Officer.

Note:

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ILLUSTRATIVE EXAMPLES OF WORK:

- To plan, co-ordinate, direct and supervise the implementation of policies and programs related to the Corporation's human resources.
- Coordinate and participate in the work of recruitment, selection and placement, employee orientation, staff training and development, HR planning, labour relations, position classification, benefit administrations; and develop new methods and procedures for improving the quality, effectiveness, and efficiency of these HR activities.
- Serve as a liaison with outside agencies who provide organizational services such as the Employee Assistance Program.
- Contribute to sound municipal decisions by elected officials by providing information and advice on HR management and HR policy issues.
- Maintain effective relationships and open communication with the Corporation's management team, unions and employees.
- Provide information and/or advise the CAO on matters related to HR trends, risks and best practices.
- Provide direction in the development and utilization of modern human resources management practices throughout the municipality.
- Participate in the labour relations processes including the negotiation of collective agreements, labour/management committees, grievances, arbitration proceedings, as well as everyday labour relations activities.
- Maintain the classification and compensation systems; conduct periodic pay surveys and recommend appropriate revisions to the pay plan when indicated.

- Oversee the administration of the employee group insurance and pension programs and other employee benefits, including earned leaves.
- Advise the Management Team on disciplinary matters and corrective actions, employee performance issues, the duty to accommodate and attendance management.
- Oversee occupational health and safety related trends, incidents, training and overall workplace wellness activities to improve the health of all employees.
- Perform other such related duties, responsibilities and functions as may be assigned.

KNOWLEDGE AND ABILITIES:

Ability to effectively advise, direct and motivate senior management level personnel.

Sound knowledge of theory and executive judgment in HR and labour relations.

Proven experience in dealing with elected officials and sensitive human resources matters.

Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing.

Leadership and management skills.

Demonstrated influencing/consultative skills, problem-solving abilities, dispute resolution and superior organizational skills essential.

Ability to establish and maintain effective working relationships with departmental officials, employees, unions and the public.

EDUCATION AND EXPERIENCE:

Must have a minimum of a Bachelor's degree with relevant HR management course work and demonstrated experience in a senior HR leadership role. Considerable management experience within a unionized and/or public sector environment is preferred.

Demonstrated influencing/consultative skills, problem-solving abilities, and strong organizational skills are essential. Practical experience in labour negotiations and labour arbitrations along with a designation as a Certified Human Resources Professional (*CHRP*) would be a definite asset.

Salary assigned: Band G