



Manager, Human Resources (HR)

Permanent
Full Time
35 hours per week

Summary of Duties:

The Town of Saugeen Shores is seeking a Manager Human Resources. Reporting to the Director, Corporate Services the incumbent will be responsible to develop, communicate and implement Human Resources policies, programs, procedures and guidelines to ensure compliance with relevant legislation and the strategies and goals of the Town of Saugeen Shores and the Saugeen Shores Police Service.

Major Responsibilities:

- Develop, communicate and implement Human Resource policies, programs, procedures and guidelines to ensure compliance with relevant legislation
- Establish and maintain a total compensation framework including base pay, benefits and recognition, including management and implementation of the job evaluation program and compliance with pay equity legislation
- Direct / support labour negotiations and ongoing union/association relationships
- Ensure the ongoing administration of the HRIS and payroll system
- Work with managers to address staffing requirements and ensure that recruitment strategies are developed and implemented.
- Provide direct supervision to the Payroll and Human Resources Coordinator
- Handle WSIB claims, return to work planning and employee complaints

Qualifications:

- Degree or diploma in related field such as business administration, management, human resources, psychology or equivalent experience
- Certified Human Resource Professional designation (CHRL designation preferred)
- Minimum five (5) years of work experience in Human Resources with increasing responsibility

Experience in:

- the development, implementation and review of HR policies and programs
- administering progressive discipline programs
- administering WSIB claims
- managing health and safety programs
- managing Short Term Disability (STD) and Long Term Disability (LTD) and return to work programs
- coaching and employee development
- union negotiations (Preferred minimum of three (3) years)

Preferred Knowledge and Skills:

- Skill in Conflict Resolution and Negotiation
- Knowledge of applicable legislation including Ontario Employment Standards Act; Labour Relations Act; Human Rights Code; Ontario Pay equity Act; National Occupational Classification (NOC); Privacy requirements; Accessibility for Ontarians with Disabilities Act; the Smoke-Free Ontario Act; Workplace Safety and Insurance Act.

Salary Range: \$ 83,502 to \$94,889 (2020 rates) depending on experience

Interested individuals are invited to complete the questionnaire and attach their cover letter and resume.

Application deadline: January 18, 2021 at noon

The Town of Saugeen Shores welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the all aspects of the hiring process.