

The Corporation of the Town of Kirkland Lake is seeking a  
**MANAGER OF HUMAN RESOURCE SERVICES**  
Temporary Maternity Leave (Up to 18 Months) / Full Time / Non-Union

**Position Overview:**

- Under the direction of the Director of Corporate Services, the Manager of HR Services is responsible for the overall planning and management of Human Resources functions including, employee and labour relations, recruitment and selection, compensation and job evaluation, training and development, performance management, and development and administration of policies. They will also assist with the Coordination of health and safety training for all departments as well as ensure all Health and Safety related inspections and other are saved in a central area. The Manager of HR Services provides strategic advice, conflict resolution, and co-ordination of a range of day-to-day HR issues that requires judgement and tactical decision-making within prescribed policy parameters. Reporting to the Manager of HR Services is the Benefits Administrator.
- **Hours of work:** 35 hours per week
- **Compensation:** \$79,943 to \$93,512 per annum (commensurate with experience) with vacation pay as per the Employment Standards Act.

**Minimum Qualifications:**

- Degree in Human Resources Management or related field from a recognized educational institution, or an equivalent combination of education and experience;
- HRPA membership in good standing and Certified Human Resources Professional (CHRP) is considered an asset;
- Minimum 2 years' experience in human resources management role;
- Excellent knowledge of relevant legislation, policies and procedures including the Ontario Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Labour Relations Act, and the Ontario Health and Safety Act and its' related regulations;
- Ability to maintain a high level of confidentiality;
- Highly organized with a demonstrated ability to prioritize and meet deadlines;
- Exceptional communications skills both written and verbal for staff reports, projects and presentation.

**How to Apply:**

Qualified candidates are invited to visit the Town's website at [kirklandlake.ca](http://kirklandlake.ca) >> *Town Hall* >> *Career Opportunities* to submit their résumé (complete with covering letter) in confidence by **Wednesday, May 8, 2024, at 2:00 pm.**

We thank all applicants for their interest; however, only those under consideration will be contacted.

**The Town of Kirkland Lake is an Equal Opportunity Employer.**

**Accommodations for candidates with disabilities are available upon request.**

Any personal information submitted to the Town will be collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#) and the [Employment Standards Act](#) and will be used for recruitment purposes.