



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Manager, Human Resources

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$130,872.21 to \$163,590.27

Closing Deadline: May 15, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

The Town of Aurora is looking for an innovative, dynamic, strategic, and collaborative Human Resources Manager to join our team. Reporting to the Director of Corporate Services/Town Solicitor, the Human Resources Manager is responsible for the day-to-day administration of the corporate human resources division including but not limited to organizational development, recruitment, and retention programs, learning and development, employee and labour relations, client support to operating departments, employee recognition, compensation and benefits, and health, safety and wellness programs. This role will provide senior leadership with advice and support related to consistent application of policies and procedures in line with relevant legislation and best practice.

Responsibilities

- Leads a team of Human Resources professionals in the day-to-day administration of the Human Resources division, providing coaching, mentoring and development opportunities.
- Provides strategic leadership on corporate compensation programs including job analysis, preparation of job descriptions, job evaluations, ensuring compliance with Pay Equity legislation, coordinates/conducts market surveys, development of compensation policies and ensures appropriate salary administration.
- Leads the corporate Health, Safety and Wellness functions including monitoring departmental work practices and the Multi-Site Joint Health and Safety Committee for compliance with legislation, enhancing health and safety awareness; oversees the WSIB claims process, attendance at WSIB hearings/appeals/challenges/denials.
- Provides leadership in the collective bargaining process; provides advice, recommendation and interpretation of the collective agreement, grievances, arbitrations, human rights, OLRB proceedings, etc.
- Ensures compliance with employment related legislation, standards, and best practices, develops, recommends, and implements policies, procedures, and various human resources related programs, as required.
- Provides strategic leadership related to corporate learning and development programs.
- Provides advice, guidance, interpretation of employment policies and procedures in accordance with legislative requirements.
- Responds to enquiries and liaises with staff, elected officials, other levels of government/agencies, bargaining units, legal counsel, and consultants on human resources matters.
- Prepares reports, makes recommendations, and attends Council/Committee, and Executive Leadership Team (ELT) meetings, as required.
- Member of the Corporate Management Team (CMT).

- Participates in annual budget preparation; administers budget allocations, makes recommendations to Director on actions required to meet budget.
- Makes recommendations related to the hiring of consultants to assist with and/or undertake Human Resources projects, as required.

Qualifications

- University Degree in Human Resources Management/Industrial Relations or a related discipline.
- Minimum seven (7) years of demonstrated experience in a leadership role in human resources, preferably in a unionized environment.
- Completion of the Certified Human Resources Leader (CHRL) designation is considered an asset.
- Thorough working knowledge of applicable employment legislation, labour relations principles and practices, Employment Equity concepts, pension and compensation, job evaluation methods, occupational health and safety, benefits administration, recruitment techniques, policy development, human resources planning and organizational design strategies.
- Excellent time management, organizational, analytical, negotiation, communication, presentation, coaching, leadership, and supervisory/management skills.
- Proven ability to effectively communicate with all levels of staff, government, elected officials, consultants, union officials, labour and employment lawyers and the general public in a courteous and effective manner which reflects the professionalism of the organization.
- Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Outlook, SharePoint, Teams) as well as Adobe, ADP Workforce Now, and Internet.
- A valid class "G" driver's license and a reliable vehicle to use for Town business.
- Availability to attend evening and/or weekend meetings, where necessary.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.