

Director, Human Resources (Exempt)

Job Requisition	JR-2024-123 Director, Human Resources (Exempt) (Open)
Job Family	Management
Start Date	2024-04-25
End Date	2024-05-23
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Director--Human-Resources--Exempt-_JR-2024-123
Description	Closing Date: May 23, 2024

Salary Range:

\$154,797.39 - \$182,114.58

Job Description

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Reporting to the Chief Administrative Officer (CAO), this position works closely with the CAO and the Directors Team to develop and enhance organizational culture. The HR Director provides strategic leadership and direction to the Corporation and Human Resources Division in the areas of Organizational Design and Development, Human Resources, Labour Relations, Compensation and Benefits, and Occupational Health and Safety.

Duties Include:

Provides Strategic Leadership:

- Recommends and implements Division goals that support the strategic goals and objectives of Council.
- Consults with and recommends to the CAO, Corporate organizational design and development strategies to further cost-effective delivery of services as directed by Council.
- Participates as a member of the Senior Team.
- Provides strategic advice, counsel and leadership to the directors and managers on HR related matters, referencing related legislation, collective agreement language, corporate policies and procedures and best practices as necessary.
- Develops and maintains programs that support corporate direction including, but not limited to talent acquisition and retention, talent management and development, performance leadership, HR (succession) planning, employee recognition, employee care, absence management.
- Provides strategic direction in the development and implementation of labour relations strategies in keeping with current legal and human rights legislation.
- Assists the CAO in fostering an organizational culture that encourages open, transparent communication and provides growth, recognition and quality of life opportunities for all employees.

Directs Organizational Human Resources Functions:

Labour Relations:

- Provides labour relations advice and collective agreement administration to four employee groups – CUPE, IAFF, Management/Exempt and Excluded staff. Ensures consistent application of provisions throughout the organization in accordance with applicable legislation, best practices and past practice within the Corporation.
- Leads collective bargaining for CUPE and IAFF and represents the Corporation in grievances and labour arbitrations.
- Conducts investigations as required.
- Coordinates implementation of the Corporation's Strike Plan.
- Advises and counsels directors and managers on management of employee performance issues.

Employee Relations:

- Provides strategic leadership on a variety of issues related to talent acquisition and retention, organizational development and HR (succession) planning, compensation, and learning and development.
- Develops standardized employment contract terms consistent with relevant legislation and corporate policy.
- Remains current with Socio/Economic environment, particularly in relation to local labour market trending and demographics.
- Responsible for the development of corporate compensation strategies including CUPE and Management/Exempt job evaluation plans.
- Participates in salary surveys to maintain relativity in the labour market.
- Assesses corporate learning and development needs and ensures appropriate training is coordinated in support of corporate direction and employee development.
- Ensures that personnel records meet both regulatory and corporate requirements.

Compensation and Benefits:

- Establishes systems and protocols for processing biweekly pay for employees, Council members and Mayor and Board members.
- Ensures creation of systems for tracking and processing all statutory and required monthly remittances.
- Negotiates favourable benefits contracts for three employee groups as required.

Occupational Health and Safety:

- Ensures OH&S policies, procedures and programs are developed to support the Corporation's Safety Management System.
- Ensures mandatory training requirements for employees are met and are compliant with applicable legislation.
- Develops strategic initiatives that support health and safety awareness of City employees and the public.

Manages Business Affairs of the Division:

- Develops and maintains a strong HR team that is accountable for the day-to-day functioning of the Division and ensures that activities are consistent with the Corporate Strategic Plan, Mission, Vision and Values.
- Responsible for talent acquisition and performance leadership of HR staff and makes recommendations regarding divisional development requirements.
- Responsible for the divisional budget which includes corporate wide learning and development and labour relations.
- Develops and implements the Division's business plan.

- Ensures compliance with WorkSafeBC legislation and Corporate Occupational Health and Safety policies and procedures.
- Ensures risk management and liability exposures are addressed and monitored.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Graduation from a degree program in Human Resources Management, Business Administration with a major in Human Resources.
- Minimum ten years progressively responsible HR experience, at least three of which have been at a senior level.
- Experience working within a unionized environment.
- Demonstrated experience in providing leadership and in managing a team of HR practitioners.
- Valid BC Drivers License Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated application and sound understanding of human resources and labour relations regulations, policies and procedures as they relate to a unionized environment including, but not limited to Human Rights, Harassment and Bullying, Employment Standards, Labour Relations, WorkSafeBC.
- Demonstrated abilities in management of organizational change, development and HR (succession) planning.
- Strong interpersonal and communication skills with a commitment to team work and customer service.
- Ability to exercise diplomacy while dealing with a variety of issues both internal and external to the organization.
- Excellent investigative, analytical and problem solving abilities.
- Ability to work effectively under pressure and with changing priorities and deadlines.
- Ability to work with a variety of computer applications including MS Office, HRIS or other database programs.

Preferred Education And Experience:

- Chartered Professional in Human Resources (CPHR) Designation.
- Experience in a municipal environment.

Preferred Knowledge, Skills And Abilities:

- Project management abilities.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	City Administration