



EXECUTIVE SEARCH FOR A PROFESSIONAL

Director, Human Resources

Department: **Human Resources**
Reports to: **Chief Administrative Officer**
Work Location: **Essex, Ontario**
Position Type: **Perm, Full-Time, 40+ Hrs**
Benefits: **Top Tier, including O.M.E.R.S**
Salary Range: **\$161,226 – \$197,943**
Posting Open: **April 26, 2024**
Posting Close: **May 10, 2024**
Posting #: **COE-16-24**

Employer Profile

The **Corporation of the County of Essex** is an upper-tier municipal government, providing programs and services to a population of approximately 193,000 within the County and some shared services to approximately 422,000 within the Windsor-Essex region.

The **County of Essex** is a region on the rise, where economic, educational and cultural opportunities abound. We are on the cusp of historic growth fueled by generational investments including an international border crossing, a state-of-the-art regional hospital and a multi-billion-dollar electric battery plant. These landmark projects will create tens of thousands of jobs and spark an unprecedented surge in residential, commercial and industrial development.

We are Canada's warmest and southernmost County, surrounded on three sides by water and blessed with unrivalled opportunities for boating, fishing, cycling, golfing, and other natural and recreational pursuits. Conveniently located next to the urban center of Windsor and just minutes from downtown Detroit, we are one of Ontario's best-kept secrets. The County offers an affordable mix of urban and rural living with easy access to world-class amenities and schools.

Position Profile and Candidate Requirements

Provide strategic oversight and guidance in ensuring the effective and efficient delivery of programs and services provided by the **County of Essex** Human Resources department. As a member of the County's Senior Management Team, the Director is also responsible for organizational leadership and broadly supporting all County programs and services while leading their adaptation, as appropriate, to meet community sustainability and service excellence aspirations.

Success in this role requires the successful incumbent to possess these qualifying experiences:

- University degree in Business or Human Resources
- CHRL or CHRE Designation
- 10+ years direct senior management experience with a large, preferably public sector employer, including expertise in labour relations, talent, total compensation, health and safety, disability management, and change management

- Knowledge of relevant legislation, statutes and regulations related to municipal and program-specific operations including the OHSA, HRC, ESA, PEA, and the LRA
- Strong collaboration and teamwork skills; able to interact, lead and participate in consultative decision-making that respects people with diverse backgrounds, experiences, and styles, while working collegially with a high degree of tact and diplomacy
- Proven ability to develop strategic solutions while displaying the required competencies for this position in alignment with the **County of Essex's** Strategic Goals and Directions and the Mission, Vision and Values
- Willingness to identify and collaborate with internal and external partners to deliver programs, services and outcomes with a servant-first leadership style
- Clearly demonstrated skills to develop and articulate a vision and inspire its achievement
- Proven skills at fostering teamwork, leading and empowering teams and guiding effective project management outcomes

Position Expectations

Measurements of success will be determined by performing the responsibilities of this position within the legislative and regulatory standards set out in the applicable Federal, Provincial, and/or Municipal statutes, including but not limited to:

- **Strategic Leader of the HR department and Senior Leadership team**
 - Support the organization's programs and services as a member of the Sr. Leadership Team by promoting the County's Strategic Plan, best practices, internal policies, and applicable legislation, to meet service excellence standards and uphold its vision, mission, and values
 - Foster and demonstrate a service delivery model that promotes cross-departmental and corporate cooperation to align with, support, and promote the successful delivery of corporate programs and initiatives
- **Employee and Labour Relations**
 - Build professional relationships with union groups and employees to improve corporate culture and employee trust and engagement
 - Lead the collective bargaining and grievance processes, participating as the Chief Negotiator and primary spokesperson for five (5) collective agreements; assisting the Essex County Library Chief Librarian, as needed with collective bargaining and labour relations matters
 - Act as the in-house subject matter expert when counseling line management on tactics and strategies related to labour relations issues
 - Ensure robust and unbiased workplace investigations, grievances, and/or complaints are effectively managed
- **Occupational Health and Safety and Employee Disability Management**
 - Understand role-specific health and safety responsibilities to ensure compliance with internal and external safety policies, procedures, and legislation, including OHSA

- **Staff and Leadership Development Services, and Performance Management**
 - Coach and mentor managers to identify and address gaps in leadership, organizational effectiveness and work performance through training and professional development, succession planning, identifying high potentials and proactively encouraging and guiding careers and other various growth initiatives
 - An active role model recognizing and engaging direct reports
 - Embed diversity, equity, and inclusion best practices in all HR policies, procedures, and programs
- **Talent Acquisition**
 - Direct and oversee supervisors with their responsibilities including the timely and best practice hiring, performance management, coaching, employee relations, mentoring, and professional development of all staff
 - Oversee employee lifecycle processes, including talent attraction, selection, onboarding, development, retention, performance management, termination, and offboarding
- **Total Compensation Services**
 - Coordinate annual HR business plan and budget development, including regular monitoring and reporting of department performance, outcomes, and financial performance
 - Oversee job evaluation, market evaluations, and coordination of benefits with the finance team
- **County Council and Municipalities / Ministry**
 - Accountable for HR reports, contracts, and related correspondence to Council. Attend all County Council meetings and lead at area Municipal HR group meetings as necessary
 - Liaise with area Municipalities, applicable Provincial Ministries, industries, community stakeholders, and the public as necessary and appropriate, including providing HR advice and assistance to area Municipalities as needed

Application and Interview Process

Qualified applicants are invited to apply by emailing a current resume and custom cover letter to sj.dowling@vokesgroup.com by the posting deadline.

Applicants should prepare for an interview process that contains multiple virtual and in-person stages and for those selected for the final stages, testing and presenting a comprehensive assignment.

The **County of Essex** embraces diversity and inclusion in our workforce and workplace and is committed to building inclusive teams and an equitable environment for people to be themselves. Applications are encouraged from all qualified candidates and accommodations under human rights legislation throughout all stages of the recruitment and selection process can be provided. Kindly include any accommodations details in your application, which will be addressed confidentially. This information can be made available in alternate formats upon request.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of this employment opportunity only.