



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

9904 Dudley Drive  
Hudson's Hope BC  
Telephone: 250-783-9901  
Fax:250-783-5741

## MANAGER OF HUMAN RESOURCES

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<b>DEPARTMENT:</b>	<b>Office of the CAO</b>
<b>POSTING DATE:</b>	<b>May 10, 2024</b>
<b>CLOSING DATE:</b>	<b>May 17, 2024, 4:30 pm</b>
<b>SALARY:</b>	<b>\$95,000 - \$120,000</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week</b>

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The District of Hudson's Hope, nestled in British Columbia, offers a captivating blend of natural beauty and community warmth. With its rich history rooted in the construction of the W.A.C. Bennett Dam and the creation of the expansive Williston Lake, the town's past adds depth to its present-day charm.

Outdoor enthusiasts thrive in Hudson's Hope, where recreational opportunities abound year-round. From exploring nearby provincial parks to enjoying fishing and boating on the tranquil Peace River, there's something for everyone to enjoy amid the pristine wilderness. Joining the team in Hudson's Hope means becoming part of a close-knit community where your contributions make a meaningful impact on the lives of those you serve.

### **Position Overview:**

The Manager of Human Resources is responsible for overall administration of the District's HR functions including recruitment processes, labour relations, compensation, benefits, recognition, training, personnel policies, personnel records, and performance management.

This position acts as the Employer's contact for matters related to labour relations. The position is also the key contact for WorkSafe BC & the Disability Management Program and may participate in the Emergency Operations Centre as required.

### **Key Duties:**

- Assists the Chief Administrative Officer (CAO) in fostering an organizational culture that encourages open, transparent communication and provides growth, recognition, and quality of life opportunities for all employees.
- Develops, implements, evaluates, and recommends HR policies and procedures that supports Council and corporate goals and objectives and regulatory compliance, including: Recruitment, Retention, Promotion, and Orientation of employees, Employee Engagement and Recognition, Performance Management, Respectful Workplace issues and Conflict Resolution, Salary and Benefit Plans, Employment Contracts, Job Evaluation and Job Descriptions, Attendance Management and Return to Work, and Training and Development.

- Provides advice to Council, management and staff on human resources issues, administration of programs, employee relations and performance issues; and interpretation of collective agreements. Assists in the on-going development and maintenance of succession plans for each department to ensure staff development, placement opportunities and continuity. Provides confidential support to the Chief Administrative Officer as required. Prepare reports and presentations for the Council. Attend Council, Committee, ratepayer, special interest groups, and other meetings as required.
- Interprets and advises on the collective agreements and appropriate legislation. Coordinates and participates in the Collective Bargaining processes, the Labour/Management Committee and grievance process.
- Provides oversight of payroll processing. Responsible for departmental budget creation, oversight and required reporting.
- Participates in Indigenous Engagement Requirements within the Emergency and Disaster Management Act.

### **Professional and Key Qualifications**

- **Education:** As a candidate for this position, you are a recognized leader with a Certified Human Resources Professional designation. You will also possess a financial background with experience in budgeting, financial reporting, and capital asset management, as well as demonstrated success in leading multi-faceted teams to outstanding results.
- **Management:** Minimum five (3-5) years of professional human resource experience at a senior management level.
- **Experience:** Demonstrated high level of critical thinking with the ability to perform proactively and strategically and plan, prioritize and balance multiple responsibilities and shifting priorities successfully. Supervisory experience in a unionized environment. Education in accounting and payroll administration and a minimum of five years of recent, related experience. Experience / training in an Emergency Operations Centre is an asset.
- **Legislation:** A sound understanding of human resources policies and practices, including labour relations, policy development and implementation, and applicable legislation.

### **Wage:**

The wage range for this position is \$95,000 - \$120,000. Candidate placement within the range depends on experience and qualifications. This position comes with a comprehensive benefits package.

### **How to Apply:**

Interested candidates should submit a resume by emailing a pdf or word document to [hr@hudsonshope.ca](mailto:hr@hudsonshope.ca). Please include "Manager of Human Resources Application — [Your Name]" in the subject line. The District thanks all applicants for their interest; however, only those selected for an interview will be contacted.

**Resume review will begin on May 13, 2024.**



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## JOB DESCRIPTION

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<b>POSITION:</b>	<b>MANAGER OF HUMAN RESOURCES</b>
<b>CLASSIFICATION:</b>	<b>MANAGEMENT</b>
<b>REPORTS TO:</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>

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### POSITION SUMMARY

The Manager of Human Resources is responsible for overall administration of the District's HR functions including recruitment processes, labour relations, compensation, benefits, recognition, training, personnel policies, personnel records, and performance management.

The Manager of Human Resources has excellent advisory skills and is known for their ability to provide thoughtful advice and guidance to staff and leaders. The Manager of Human Resources is skilled at and enjoys their role as a coach, mentor, and culture leader, and takes pride in the success and development of the team members and the entire organization.

The Manager of Human Resources is passionate about learning and seeking new ways to solve old problems and takes pride in helping others succeed and finding ways to help all stakeholders win.

This position acts as the Employer's contact for matters related to labour relations. The position is also the key contact for WorkSafe BC & the Disability Management Program and may participate in the Emergency Operations Centre as required.

### PRIMARY DUTIES AND RESPONSIBILITIES

Without restricting the general nature and scope of the work, the following are illustrative examples of work which may be expected of the classification:

- Provides advice to Council, management and staff on human resources issues, administration of programs and interpretation of collective agreements.
- Develops, implements, evaluates, and recommends HR policies and procedures that supports Council and corporate goals and objectives and regulatory compliance, including:
  - Recruitment, Retention, Promotion, and Orientation of employees
  - Employee Engagement and Recognition
  - Performance Management
  - Respectful Workplace issues and Conflict Resolution
  - Salary and Benefit Plans
  - Employment Contracts
  - Job Evaluation and Job Descriptions
  - Attendance Management and Return to Work
  - Training and Development

- Assists the Chief Administrative Officer (CAO) in fostering an organizational culture that encourages open, transparent communication and provides growth, recognition, and quality of life opportunities for all employees.
- Oversees the recruitment process including creating job postings, candidate selection and shortlisting, interview coordination, selection, and reference checking.
- Performs new employee general orientations and provides support in the onboarding processes.
- Assists in the negotiation of exempt employment contracts.
- Interprets and advises on the collective agreements and appropriate legislation, including Employment Standards, the Labour Code and Human Rights for District Council, senior officials, and staff.
- Coordinates and participates in Collective Bargaining processes including the preparation of bargaining proposals.
- Advises and participates in the grievance process and coordinates and participates in labour arbitrations.
- Advises and counsels managers and employees on employee relations and performance issues; performs investigations and recommends corrective action in line with policy.
- Coordinates and participates in the Labour/Management Committee.
- Coordinates the development, maintenance, and review of job descriptions for Union, Management and Exempt positions.
- Coordinates the administration of Union and Management pay plans.
- Researches and develops innovative and flexible employment and service contracts.
- Conducts salary survey of public and private sector employers with positions comparable to those of the District.
- Evaluates and makes recommendations regarding improvements to the benefits Program.
- Evaluates and recommends training programs and resources and coordinates employee participation.
- Assists in the on-going development and maintenance of succession plans for each department to ensure staff development, placement opportunities and continuity.
- Provides oversight of payroll processing.
- Responsible for departmental budget creation, oversight and required reporting.

- Provides confidential support to the Chief Administrative Officer as required.
- Participates in Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*.
- Prepares reports and presentations for the Council.
- Attends Council, Committee, ratepayer, special interest groups, and other meetings as required.
- Other duties as required.

#### **PREFERRED EDUCATION, TRAINING AND EXPERIENCE**

- Post-secondary education in human resources administration.
- Certified Human Resources Professional designation.
- Minimum of 5 years professional human resource experience.
- Experience in a unionized environment, preferably in a municipal government setting.
- Education in accounting and payroll administration and a minimum of five years of recent, related experience
- Supervisory experience.
- Experience / training in an Emergency Operations Centre is an asset.

#### **KNOWLEDGE, ABILITY AND SKILL**

- A sound understanding of human resources policies and practices, including labour relations, policy development and implementation.
- Sound knowledge of municipal organizations and operations.
- Strong leadership and supervisory skills.
- Excellent investigative, analytical, and problem-solving skills.
- Strong interpersonal and communications skills, both verbal and written.
- Ability to work effectively under pressure and with changing priorities and deadlines.
- Well-developed problem solving and conflict resolution skills.
- Excellent oral and written communication skills.
- Proficiency with MS Word, Excel, PowerPoint, and Outlook.
- Must possess a high level of moral judgment for handling confidential information.