



## Job Search

# Manager of Human Resources

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #961

Date Posted: August 12, 2024



Internal / External

The Corporation of the City of St. Thomas –  
Human Resources Department has an opportunity for a:

## MANAGER OF HUMAN RESOURCES

(Permanent, Full-Time)

Job Posting #961-08-24

### POSITION SYNOPSIS AND PURPOSE:

This non-union position, reporting to the Director of Human Resources, is responsible for assisting with the development and management of a full range of assigned human resources services and strategies required to support the Human Resources team and align with the mission, vision and values of the City of St. Thomas.

The Manager of Human Resources (HR) provides leadership and subject matter expertise in a variety of areas such as employee relations, policy, procedure & collective agreement interpretation, coaching, organizational design, recruitment and onboarding, workplace investigations, attendance support, performance management, training and development. The Manager of Human Resources will be responsible for ensuring client delivery and for managing the effective day-to-day operations of the department for assigned functional HR areas. The position has functional management of one or more corporate HR programs (such as attendance support program, performance appraisal process and management system(s), talent management strategies and diversity and inclusion initiatives).

As a member of the City's overall Leadership Team, the Manager of Human Resources is required to participate in corporate initiatives not directly related to scope of responsibility.

### MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

#### Management of HR Operations (70%)

- Advises on complex employee issues and provides ongoing dispute/conflict resolution support, policy and collective agreement interpretation and employee development and performance management advice.
- Develops, recommends, coordinates and administers operational department policies, procedures and standards specific to the assigned HR areas.
- Ensures the maintenance of records and data necessary by law and useful in the planning and evaluation of assigned departmental functions.
- Ensures that up-to-date standard practices and procedures in relation to the assigned functions of human resources are developed and maintained.

- Participates in the development and implementation of corporate strategic policies, procedures, guidelines and standards as applicable.
- Participates in negotiations, conciliation, mediation and arbitration as may be required as it relates to HR functional areas of responsibility.
- Participates in the implementation of Collective Agreements as it relates to HR functional areas of responsibility.
- Interprets and counsels all human resources policies to departments and ensures that they are carried out uniformly throughout the Corporation.
- Ensures the City's Pay Equity Plans are maintained and maintains different job evaluation plans and classifications to ensure the maintenance of the Corporation's competitive position in the labour market. Recommends changes or amendments to Director of Human Resources.
- Directs the recruitment process for the Corporation in accordance with established policies and practices.
- Ensures all Department's staff complement control is maintained.
- Provide insight, guidance and thought leadership to clients to support them in finding effective solutions to their people related issues.
- Directs the maintenance of position descriptions and performance appraisals.
- Directs the maintenance of employee and other records.
- Performs such other duties necessary to maintain the continuity of the HR functions for the Corporation.

#### **Leadership and Team Building (25%)**

- Assists in the development of HR plans and budget; monitors and addresses variances for assigned areas.
- Develops and recommends short and long term plans for all services that are provided. Ensures that the delivery of service in the areas of responsibility meet regulatory requirements and internal quality control standards.
- Creates and maintains an environment oriented to trust, open communication, creative thinking, and cohesive team effort; including but not limited to, providing and communicating a vision, motivating, inspiring, coaching/mentoring and training and development of the team, facilitating innovation, problem solving and collaboration, and maintaining healthy group dynamics.
- For all personnel holding authorized positions under the incumbent's direct supervision:
  - a) Selects, hires, coaches and develops employees,
  - b) Appraises the performance and conduct of employees,
  - c) Promotes, demotes, disciplines and terminates employees,
  - d) Schedules and/or grants sick and vacation leave,
  - e) Encourages and assists in maintaining a high standard of morale,
  - f) Ensures operations and practices are consistent with the terms of any Collective Agreement and/or By-Law and that the administration of such Agreement and/or By-Law is carried out.
- Schedules regular team meetings.
- Leads direct reports in the provision of service excellence by ensuring high levels of communication and responsiveness to internal customers.
- Represents Human Resources leadership in working collaboratively with other departments and in participating on committees.
- Encourages staff to participate in corporate employee activities.

#### **Administration (5%)**

- Attends Council meetings and prepares reports for Council meetings that have topics related to the incumbent's jurisdiction as required.
- Acts in the absence of the Director of HR; attends Council meetings, Committee meetings; Leadership Team meetings, Emergency Management Committee meetings, etc. as required.

#### **MINIMUM QUALIFICATIONS:**

##### **Education (degree/diploma/certifications)**

- A University degree specializing in human resources, business or a related discipline.
- A professional human resources designation [i.e. Certified Human Resources Leader and/or Certified Municipal Manager professional or specialist designation].

##### **Experience**

- Five (5) – Seven (7) years' demonstrated progressive and related human resources generalist experience, including previous experience with managing one or more corporate HR program area(s).
- Municipal, public sector or related experience in a unionized work environment required.
- Previous supervisory experience and a proven ability in human resources leadership.
- An excellent working knowledge of all human resources and employment legislation and practices.

##### **Knowledge/Skill/Ability**

- Ability to exercise a high level of independence with excellent organizational and time management skills to handle competing priorities.
- Sound project management, program development and policy-writing skills.

- Thorough understanding of total rewards programs and processes including compensation, job evaluation and pay equity.
- Strong oral and written communication, along with superior facilitation, negotiation, and conflict resolution skills.
- Demonstrated interpersonal and team skills to lead and/or participate on multi-disciplinary teams and cross-functional activities and projects.
- Well-developed leadership and administrative abilities combined with excellent presentation, writing, decision making and problem-solving skills.
- Excellent demonstrated collaborative working relationships with members of a leadership team, union/association leadership and Council.
- Ability to maintain excellent and detailed records, and communicate effectively with internal staff, employee unions/associations, provincial agencies, and members of the public.
- Excellent listening skills, empathy and understanding of personal issues of employees at all levels while demonstrating fairness and firmness in resolutions.
- Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written and verbal instructions.
- Organized, self-starter, possess strong interpersonal, communication and public relations skills and be capable of dealing effectively with staff/public/elected officials.
- Must have excellent computer skills using Microsoft applications.
- Ability to maintain a high level of confidentiality.
- Must possess well developed communication and training skills and effective interpersonal and customer service skills both verbal and written.

**Driver's Licence**

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

**Other**

- Required to work outside and beyond the normal hours of work.
- Satisfactory Police Record Check.

**HOURS OF WORK:**

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch. Working outside of the normal workweek is often required to meet urgent demands and timeliness in addressing issues. Lieu time will be granted as leave with pay to compensate for working overtime to a yearly maximum of 35 hours; pro-rated for partial years.

**WHAT WE OFFER:**

- Salary Range: \$103,621 - \$125,951 per annum (Band 8)
- Excellent Health & Dental Benefits
- Defined Benefit OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Thursday September 12, 2024 at 11:59 p.m.**

**HOW TO APPLY:**

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

**Note:** You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from [notify@dayforce.com](mailto:notify@dayforce.com) stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

## Other details

Pay Type Salary

Apply Now