



Position Title:	Manager of Human Resources	Competition No:	2024-39
Department:	Corporate Services	Close Date:	September 9 th , 2024, at 4:00 p.m.

Position Details:

Salary Range : \$74,900.80 to \$84,344

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

Under the direction of the Director of Corporate Services, the Manager of Human Resources is responsible for overseeing the functions of human resources, labour relations, payroll and benefits management, and safety program for the City.

Job Duties:

1. Leadership and Employee Development
 - In consultation with the director establish annual goals and objectives for the division.
 - Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
 - Manages appropriate succession planning and works with management to support training plans to ensure employees are competent and qualified to perform their duties.
 - Influences and inspires others to achieve goals and objectives.
 - Leads others in adapting to innovative work environments and ensures awareness of department initiatives, decisions, committees, policies, etc., is communicated.
 - Communicates and guides others to understand delivery of effective services and achievement of objectives and interpersonal relationships.
 - Promotes productive employee relations while guiding and coaching employees and supervisors.
 - Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.
 - Direct, administer and monitor all work assignments, equipment, and inventory supplies within the division, including the maintenance of records of daily time, preparation of time for payroll to ensure the efficient and effective provision of services to other departments and divisions.

2. Administrative Management

- Participate in the hiring process for personnel within the division as per the City's hiring policy.
- Participate as a member of the departmental management team. Responsible for the division's committee meeting agendas and attending meetings as required.
- Development, implementation, application and review of policies, in accordance with the City's Policy System policy, and objectives related to department and division initiatives.
- Prepare reports, processes, and procedures for accomplishing approved objectives including the development of methods, standards, scheduling, and reporting systems for the effective delivery of services by the division.
- Responsible for providing strategic advice to management and attending management meetings, as required.

3. Human Resource Management

- Participate in the development of a human resources blueprint and the creation and implementation of the established initiatives and programs for the City.
- Conduct research and analysis on HR issues/initiatives and undertake projects to strengthen human resource policies, functions, and activities across the division.
- Provide comprehensive labour relations guidance and participate in collective bargaining.
- Lead investigations, grievances, progressive discipline, performance management, and conflict resolution activities to resolve workplace issues.
- Manage return to work, disability cases, Worker's Compensation claims, and reasonable accommodations.
- Oversee the CAO performance evaluation process.
- Ensures planning, monitoring, and appraisal of employee work by training managers to coach and discipline employees.
- Manage the talent acquisition process including the formation of job descriptions, job posting optimization, interviews, offers, and onboarding/offboarding of employees.
- Conduct and analyze exit interviews and make actionable recommendations based on data.
- Collaborate with the management team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Oversee employee underfill agreements.
- Oversee, evaluate, and make recommendations regarding training initiatives for the City.
- Oversee the development of comprehensive employee orientation and onboarding programs.
- Facilitate the development and improvement of HR reporting practices, records management and other information systems that support HR functions and activities.
- Maintain a secure confidential personnel filing system and ensure controlled access to all current and archived employee files. Vetting of archive files as per retention requirements.
- Direct work assignments of contractors hired within the division and monitor completion of all assignments as per the contract documents.

4. Payroll Management

- Oversee and monitor the administration of the payroll system including bi-weekly payroll, payroll records, reports and remittances, pay structure and benefits program. Provide back-up to the bi-weekly payroll, as required.
 - Provide advice and assist all departments on the interpretation of applicable collective agreement articles, Employment Standard regulation and legislation as they relate to payroll.
 - Oversee and ensure accuracy of payroll information and/or documentation for adherence to Employment Standards, collective agreements and legislative requirements.
 - Oversee, evaluate, and make recommendations regarding the administration of payroll and the City benefits package.
 - Oversee the development of new, and review of existing payroll policies, procedures, and processes for the City.
 - Lead payroll related systems enhancements and integration of new or updates with existing systems.
5. Financial Management
- Prepare and submit the division's annual operating budget to the director and effectively monitor and control all division expenditures and revenues.
 - Maintain the City compensation structure by conducting periodic reviews and recommending revisions.
 - Assist with the preparation of the annual budget and monthly variance reporting.
6. Exceptional Citizen Service
- Ensure the efficient and effective provision of services to internal and external stakeholders.
 - Provide a vibrant, safe, and healthy work environment, by researching all matters impacting upon the provision of services and to assist in the preparation of long range and short-term planning.
 - Respond to all inquiries from senior management.
 - Work co-operatively with all City departments and personnel to support City initiatives.
 - Effectively collaborate with the Citizen Engagement team to communicate the objectives of the division.
7. Safety and Emergency Management
- Act as the Corporate Safety Officer for the City; to administer and keep current the corporate safety program, including the ongoing development of new and review of existing safety policies, procedures, and processes for the City.
 - Direct, administer and maintain established safety program training requirements and subsequent records for the City.
 - Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the division.
 - Act as a member of the Local Emergency Response Control Group and provide support services in the event of an emergency as required.
8. Capital Asset Management Program
- Understand and comply with the City's Capital Asset Management policies.
 - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.

9. Climate Action and Environmental Stewardship
 - Support the assessment and reassessment of the City's practices, identifying opportunities for optimization, improvement, and innovation all towards the goal of reducing the City's environmental footprint.
10. Perform acting director responsibilities as required from time to time.
11. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

1. Knowledge, Skills and Abilities

Minimum qualifications shall include:

- Post-Secondary Degree or Diploma in Human Resource Management or equivalent combination of education and relevant experience.
- Five (5) years' experience in a related field.
- Certified Professional in Human Resources (CPHR) Designation or certification in process.
- Payroll Compliance Professional (PCP) designation or certification in process.
- Manitoba Municipal Administrator member in good standing.
- Training or certification in Non-Violence Conflict Resolution.
- Workplace Safety and Health related training.
- Competence with computer systems, including Microsoft Office Suite, email & internet, and the ability to learn new technology as required.
- Experience with a unionized work environment and interpreting collective agreements.
- Ability to work effectively as part of a team.
- Knowledge of, and ability to administer City policies and procedures relating to human resources.
- Ability to communicate effectively and in user-friendly language, both orally and in writing. This includes the ability to understand verbal and written communication.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to maintain confidentiality at all times.

Desired qualifications:

- Previous experience with Dynamics GP software and Avanti.
- Successful completion of the Manitoba Municipal Administrators Certificate (CMMA) program.
- Experience with payroll and human resources software.
- Leadership training and experience

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-Time permanent position. Applications will be accepted until September 9th, 2024, at 4:00 p.m.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.