

Director, Human Resources

Department: Human Resource Services

Designated Work Location: 510 Main Street

Position Type: Permanent

Salary: \$145,062.64 - \$211,787.06 annually

Posting No: 125289

Closing Date: December 2, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Reporting to the Chief Administrative Officer, the Director of Human Resources is a member of the Senior Management Team. The Director ensures HR strategies are created and align with the overall strategic direction and goals of the City, and ensures that core HR services are sustainable and meet the changing needs of the organization. This position is responsible for ensuring approximately 150 HR staff have the tools, training, expertise and systems needed to meet the unique needs of 8 large departments, 15 corporate departments, and a workforce of over 10,000 people. This position leads and oversees programming for 8 Corporate Specialty areas of HR, and leads sustainable HR services through 13 direct reports, 8 Unions, numerous internal and external stakeholders and plays a role in ensuring the City of Winnipeg offers a healthy, safe, respectful work environment for all staff.

As the Director of Human Resource Services, you will:

1. Develop and implement strategic plans to enhance organizational effectiveness and drive long-term growth.
2. Provide expert guidance in core services and human resources to optimize organizational performance and support employee development.
3. Ensure compliance with policy and administrative standards, as well as relevant legal regulations and legislation, to maintain organizational integrity and mitigate risk
4. Oversee human resources functions and staff management to ensure effective team performance, development, and alignment with organizational goals.
5. Manage budget approval processes and resource allocation to ensure financial efficiency and alignment with organizational priorities
6. Oversee the implementation and management of technology and departmental systems to enhance operational efficiency and support organizational objectives

Your education and qualifications include:

1. University degree in directly related field. An equivalent combination of education, training and experience may be considered.
2. 7-10 years of directly related experience managing a comparably complex, unionized, HR department.
3. Strategic Planning experience including creating strategic priority documents and reporting on same, with the ability to create multiyear strategic plans, report on progress, identify barriers and re-evaluate as needed.
4. Experience managing large (million plus) budgets with the skills to cost out new or updated programs including additional FTE, capital, and operational dollars required. Knowledge of government finance preferred.
5. Experience with conflict resolution and managing complex HR issues including moving issues forward in difficult or contentious situations with unions, the community, internal departments, staff & managers, elected officials, lawyers, and external stakeholders
6. Experience working with diverse and inclusive teams and a commitment to promoting diversity, equity and inclusion in the workplace.
7. Experience with or familiarity in leading organizational transformations, including mergers, acquisitions, or major restructuring efforts.
8. Full-cycle HR program management experience including assessment, create tools, implement HR programs, evaluate/audit, and determine appropriate service delivery model for city wide HR programs.
9. Extensive knowledge of HR legislation including; Employment & Labour Law, Human Rights Code, Employment Equity Act, Pension and Benefits, pay and gender equity rules, Privacy & Health legislation, Health & Safety Act/Regulations, Labour Relations Act, Employment Standards, Whistle Blower in unionized work environments.
10. Political acumen with knowledge of public service systems and the unique dynamics of working with elected officials in highly visible people department. Able to remain calm in crisis or urgent situations and deal with highly sensitive events that involve staff and the public service and has the possibility of being drawn into the media.
11. Presentation skills and comfort speaking in large groups with a varied audience on complex and difficult topics Ability to represent the department in the media and work with corporate communications as needed.

12. Strong customer service skills recognizing that HR is an internal City service. Requirement to respond promptly to elected officials, executive offices, internal City departments, customers and the community as appropriate
13. High level of integrity, professionalism, and commitment to fostering a positive and respectful work environment that values equity, diversity, inclusion.
14. Familiarity with HR information systems and technology.
15. Adaptability and resilience in navigating complex organizational dynamics and external challenges.
16. Comprehensive knowledge of and experience with a full range of HR services and program management including talent management/recruitment, employee & labour relations, compensation & benefits, and organization safety & health including assessment, create tools, implement HR programs, evaluate/audit, and determine appropriate service delivery model for city wide HR programs.
17. Ability to create communication channels in the department to ensure all levels of staff, managers, internal customers, external customers, business partners, and elected officials have appropriate access to leadership

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.
- Ability to work varied/flex/additional hours to meet the needs of the position including some evenings and weekends.

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Hours of Work: 8:30am – 4:00pm

Employee Group: Senior Management

Position Reports To: Chief Administrative Officer

Only candidates selected for interviews will be contacted.