



## Director of Human Resources and Organizational Development

Job Opening ID 2603

Posting Date: November 29, 2024 – Closing Date: December 20, 2024

### Job Description

**Division:** Human Resources and Organizational Development

**Department:** Corporate Services

**Initial Reporting Location:** Tom Davies Square

**Job Status:** Permanent position

**Number of Vacancies:** 1

**Affiliation:** Non union

**Range of Pay:** \$144,460.89 to \$170,130.24 per annum

**The start date will follow the selection process.**

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**Main Function:** The position plays a key strategic role in overseeing the development of human resource programs, policies, and practices to position the city as an employer of choice. This role is responsible for the complete management, direction and operation of the Human Resources and Organizational Development Division, in support of quality customer service outcomes, and the Business Plan for the Division.

### Service Objectives:

1. Understand and articulate the corporation's human resource requirements and risks and execute a strategy so that the organization meets service objectives and supports Council's strategic plans.
2. Develop and implement strategies that foster collaboration and enhance the employee experience and work environment.
3. Provide progressive and proactive enterprise human resource services, systems, programs, and policies that encourage superior customer service and discretionary service effort.

**Characteristic Duties:** Under the general direction of the General Manager of Corporate Services.

1. Prepare and execute an annual business plan covering all mandated services of the Human Resources and Organizational Development Division, in concert with the budgeting process. The plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Division's performance against the goals.
2. Identify existing and future human resource and organizational development needs consistent with the vision, mission corporate values and strategic objectives of the organization. Identify and analyze future human

- resources requirements and further enhance the long-term Human Capital Management Plan.
3. Provide direction and over-all co-ordination of the following functional areas: employee and labour relations; talent acquisition; compensation; organizational development; pension and benefit administration; human resources information systems; performance management; and occupational health and safety.
  4. Develop and manage a comprehensive approach to employee health and safety including occupational health and safety/prevention, non-occupational health/wellness, occupational and non-occupational rehabilitation, and attendance awareness components.
  5. Strengthen the use of enterprise resource planning tools (currently Oracle Peoplesoft) to generate people data that can be used to analyze the performance of the functional areas within Human Resources and Organizational Development and the realization of service objectives for employees and enterprise leaders.
  6. Build and strengthen relationships across departments with union groups and with external partners to foster a collaborative workplace culture, align with business objectives, and support the organization's overall goals.
  7. Ensure that salaries, benefits, and conditions of employment meet the stated philosophies and policies of CGS.
  8. Provide expert advice, counsel and act as a resource with respect to the application of progressive and proactive human resource management policies, procedures and programs to ensure that collective agreements, labour and other related laws are complied with, and that staff are treated in a fair and equitable manner consistent with the values of the organization. Ensure the responsiveness of CGS policies and procedures to changes in various labour and employment legislation.
  9. Act as the employer's senior representative in grievances, chief spokesperson during negotiations and as the principal employer contact in litigation, human rights, and other complaints.
  10. Cultivate a culture of performance, accountability, and innovation to empower staff to build a more service-focused, performance-driven and digitally enabled workplace that delivers excellent service to internal customers, and to citizens of the community.
  11. Act as a member of the Corporate Services Leadership Team contributing to the overall leadership of the department and cover for the General Manager of Corporate Services when so directed.
  12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
  13. Perform other related duties as required.

**Qualifications:**

**Education and Training:**

- University degree in a related discipline from a recognized University with Canadian accreditation.
- Additional education initiatives to update and expand competencies. A professional Human Resources designation (CHRL/CHRE) is an asset.

**Experience:**

- Minimum of eight (8) years directly related experience at a senior management level in large, unionized, and highly diversified public or private sector organizations, including: four (4) years managing a similar function. Equivalent education and experience will be considered.
- Municipal experience desirable.

**Knowledge Of:**

- CGS's priorities.
- Applicable employment and labour legislation and related regulations.
- Current and emerging management issues within CGS as they affect the Human Resources and Organizational Development Division.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

#### **Abilities To:**

- Lead highly engaged, diverse, and innovative teams focused on achieving strategic business objectives through collaboration, learning, continuous improvement, change management and technology.
- Effectively communicate with employees, leaders, Council, stakeholders, and the general public, to build trust, foster open dialogue, and promote a customer focused approach to delivery of services.
- Prepare operating and capital budgets for the Division.
- Create long-term and annual workplans for the Division that reflect organization goals, values, and policies.
- Align systems to facilitate better service for the citizens of CGS.
- Link programs, services, and policies of the Division to broad policy objectives of the organization.
- Create enthusiasm and motivation for employees within the Division to deliver exceptional service and results.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change on the Division's activities.
- Manage the financial, human, and physical resources of the Division in a collaborative manner.
- Establish and maintain effective working relationships with a diverse group of stakeholders.
- Manage and resolve conflict; mediate disputes; assist in reaching consensus.
- Respond quickly to emerging opportunities or risks.
- Ability to initiate, lead, and implement progressive and proactive human resources policies and programs.

#### **Personal Suitability:**

- Mental and physical fitness to perform essential job functions.
- Demonstrate political acumen, professionalism, and ability to build trust and confidence for human resource systems, policies, and programs.
- High tolerance for change and ambiguity.
- High emotional intelligence.
- Demonstrably confident and enthusiastic with understanding of the value making a personal commitment to address demands from internal and external stakeholders.
- Excellent interpersonal and negotiation skills along with a customer focused approach to the delivery of services.

#### **Language:**

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

#### **Other Requirements:**

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

#### **Leadership Competencies:**

#### **[Competency Level 3 - Proficiency](#)**

#### **How To Apply**

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume before 11:59 p.m. on **Friday, December 20, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

#### **Live outside Canada or new to Canada?**

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

**Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)