

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) HUMAN RESOURCES MANAGER

Permanent Full Time

JOB ID: C80-24	LOCATION: Hybrid - Remote and 30 Centre St. Orangeville
JOB TYPE: Permanent Full Time	DEADLINE TO APPLY: 4:30 p.m. on January 15, 2025

Reporting to the Director of People and Equity, the Human Resources (HR) Manager is responsible for providing leadership and guidance to the Human Resources division and utilizing HR expertise to support strategic organizational priorities, foster safe spaces, endorse mental health and well-being, and support a culture of diversity, equity, and inclusion for all staff.

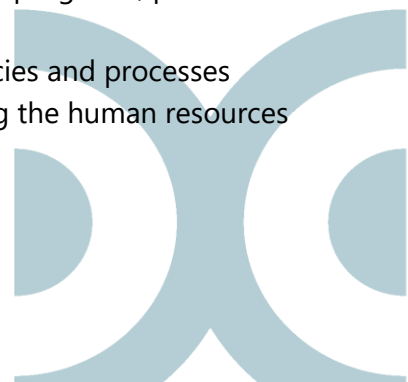
What we can offer YOU!

- A competitive hourly wage ranging between \$67.15 – \$78.56 (April 1, 2024 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment

What you'll do

- General direction over the Human Resources division to support departmental operations, goals and initiatives
- Ensure proper and effective staffing through recruitment and selection
- Provide a healthy, safe and positive work environment for staff
- Guide staff toward the realization of the division's strategic direction and priorities
- Foster a learning environment by enabling others through coaching, mentoring and guiding development
- In consultation with the Director of People and Equity, play a leadership role in ensuring that diversity, equity and inclusion are embedded in all HR policies, procedures and programs
- Lead negotiations and deliver the bargaining mandate for two collective agreements;
- Build trusted relationships with union groups and employees to improve work relationships and build morale;
- Participate in labour relations activities, including grievance handling, contract negotiations, joint union/management discussions, conciliations, mediations and arbitrations as required
- Provide interpretation of collective agreements;
- Create, deliver, enhance and administer HR programs and policies that align with the strategic priorities of the County;
- Analyze trends and establish metrics in partnership with the HR team to develop programs, policies and procedures
- Advise managers and employees on the interpretation of human resources policies and processes
- Ensure regulatory compliance and management of legislative changes impacting the human resources portfolio and process, including planning for future/anticipated changes
- Seek legal advice on employment matters and compliance where required

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- Support effective, thorough and objective investigations pertaining to workplace violence, harassment and/or discrimination
- Maintain working knowledge of the principles of job evaluation and pay equity
- Provide advice to managers and supervisors with respect to compensation
- Direct the development and maintenance of job descriptions
- Provide HR services to member municipalities
- Manage and coordinate processes related to the employee lifecycle, including talent attraction, selection, onboarding, development, retention, performance management, termination and off-boarding
- Lead and/or support a talent management/retention strategy that attracts the best employees and helps them achieve their full potential
- Provide managers with tools and information to enhance employee performance and open windows for advancement
- Support the Director of People and Equity in preparation and submission of the annual budget for the division.
- Review and approve division expenditures
- Other duties as assigned

What you'll bring

- Post-secondary degree in Business Administration, Human Resource Management, Labour Relations or a related discipline
- Designation as a Certified Human Resource Leader (CHRL) and/or Certified Municipal Manager III Human Resource Professional (CMMIII)
- Knowledge of the Employment Standards Act, Labour Relations Code, Human Rights Code and Freedom of Information & Protection of Privacy Act
- Strong collaboration and teamwork skills, including demonstrated ability to interact, lead and participate in consultative decision making that respects people with a diversity of backgrounds, experiences and styles, while working collegially with a high degree of tact and diplomacy
- Experience with conflict resolution, mediation and conducting investigations in a human resources department
- Strong communication, problem-solving and negotiation skills
- Ability to foster strong effective working relationships, both internal and external, at all levels
- Ability to plan and think strategically
- Must be flexible and able to manage high work volume and conflicting priorities with frequent interruptions to attend to matters of an urgent nature
- Excellent computer skills with proficiency using Microsoft Office, HRIS and similar complex databases, as well as the ability to generate and analyze reports and to resolve difficulties with computer input and retrieval
- Must provide a Criminal Reference Check with results satisfactory to the County

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and

retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **January 24, 2025**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.