



## City of Niagara Falls **POSITION VACANCY**

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>JR100120</b>
Position:	<b>Senior Manager of Employee &amp; Labour Relations</b>
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	City Hall (4310 Queen Street)
Salary/Wage Range:	\$105,308 to \$131,636 ( <i>Under Review</i> ) Plus a comprehensive Defined Benefit Retirement Pension Program with OMERS and a comprehensive Health and Wellness Benefits Package with access to onsite Wellness Centres.
Date Posted:	July 4, 2025
<b>Closing Date:</b>	<b>July 17, 2025 at 4:00 pm</b>

As one of *Hamilton – Niagara's Top Employer's for 2025*, the City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community. Its economic foundation is anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world, and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs) Applications must be submitted online and will be accepted until **4:00 pm on July 17, 2025**.

The City of Niagara Falls is dedicated to creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521.

Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest; however, only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS  
**POSITION DESCRIPTION**

This description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:**

Senior Manager of Employee & Labour Relations

**POSITION SUMMARY:**

Reporting to the Director of Human Resources, this position is responsible for the management of key HR Functions including employee and labour relations matters, collective bargaining, learning and organizational development, succession management, leadership development strategies as well as HR policy development and HR planning. This position also builds and nurtures strong client relationships with management staff while fostering proactive and productive relationships with unions and bargaining agents. The Senior Manager of Employee & Labour Relations is responsible for leading and executing HR strategies and initiatives which align with the City's People Plan and Strategic Priorities.

**DIVISION / DEPARTMENT:**

Human Resources

**REPORTS TO:**

Director of Human Resources

**SUPERVISES:** (Currently Under Review)

Human Resources Generalist (2)

**RESPONSIBLE FOR:**

1. Advise management and the union in the development, application, and interpretation of its various Collective Agreements and Non-Union Bylaw.
2. Develop and implement HR policies, procedures, and programs to improve workforce efficiency and employee engagement.
3. Provide consultation for disciplines, grievances, labour management meetings, and any employee (Non-Union and Union) issues.
4. Ensure legal compliance with all applicable employment laws and regulations.
5. Oversee employee relations issues, conduct investigations, and recommend resolutions.
6. Manage the corporation's learning and organizational development initiatives for staff and managers. Develop, administer, and evaluate training programs for staff and management.
7. Assist the Director of HR in coordinating, developing, and promoting human resources policies, strategic departmental plans, programs, and initiatives.
8. Manage and oversee various organizational development initiatives including but not limited to best practice projects in workforce planning, employee engagement, coaching, leadership development, as well as succession planning strategies.
9. Prepare and coordinate negotiations of the Collective Agreement for the Canadian Union of Public Employees (CUPE Local 133) and the NF Professional Fire Fighters Association (NFPFFA).

10. Act as the Management Chair for the Corporate Labour Relations Committee with CUPE Local 133 and the NFPFFA.
11. Establish and manage standards of performance for Non-Union and Unionized staff.
12. Provide coaching and mentoring to employees as well as to the general non-union team on various performance related matters.
13. Perform other duties and responsibilities as assigned.

**POSITION REQUIREMENTS:**

- University degree in human resources or in a related field.
- CHRP and or related Human Resources Designation (ie. CMM, OMMI HR Professional), is preferred.
- At least five (5) years progressive experience in human resources management (public sector experience is an asset).
- Strong working knowledge in employee and labour relations matters.
- Strong leadership, problem-solving, and communication skills.
- Proven ability to build relationships and influence across all levels of the organization.
- Demonstrated experience with implementing and delivering training, learning and development programs and services.
- Knowledge of relevant legislation and regulations governing human resource management practices.
- Good negotiation, critical thinking, and interpersonal skills.