

Senior Specialist, HR Programs & Policy

Department: Human Resources Services

Designated Work Location: 510 Main Street (4th floor); Hybrid with designated work location

Position Type: Permanent, Full-time

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday

Salary: \$99,342.359-\$140,132.209 annually, Grade 5

Employee Group: Out of Scope

Posting No.: 127099

Closing Date: July 10, 2026

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.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

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.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers.

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

Job Profile

Under the general supervision of the Manager of Corporate HR Programs & Policy, the Senior Specialist, HR Programs and Policy is accountable for the planning, design, development, implementation, coordination, and evaluation of various HR programs and systems that align with the City of Winnipeg's strategic and operational objectives. This role will lead and oversee initiatives related to policy/process development and compliance, ensuring adherence to best practices. Additionally, the Senior Specialist will enhance service delivery across departments through strategic planning, analysis, research, and program evaluation. This role focuses on creating and implementing corporate policies, programs, and services designed to strengthen the human resources function and governance framework, foster a positive workplace environment and culture, and introduce innovative HR solutions.

As the Senior Specialist, HR Programs & Policy you will:

- Plan, design, develop, implement, coordinate, and evaluate various HR programs and systems for the department.
- Lead the design, development, and/or updating of HR related Policy, Administrative Standards, Processes, Protocols, etc.
- Develop HR process/practice documents and associated tools for HR staff and the overall workforce
- Develop change management frameworks, including communication plans, timelines, and impact analyses.
- Provide support to the Manager of Corporate HR Programs & Policy with analysis, debriefing results, and action planning with the support of other HR program owners, HR staff and management

Your education and qualifications include:

1. A Bachelor's Degree with specialization in Human Resources, Commerce, Public or Business Administration, or equivalent combination of training and experience.
2. 7 years of progressive related experience in HR program/policy development and management, preferably in large, unionized, public sector environment. Experience leading cross-function HR projects and programs from concept to execution.
3. Experience providing innovative and effective strategic advice on complex human resource issues.
4. Experience delivering HR solutions through the design and application of processes and technology. Experience with defining and using the relevant and competitive HR metrics.
5. Experience in leading or facilitating change. Proficiency in change management practices with a strategic, forward thinking approach. A curious and collaborative mindset with a get it done attitude.
6. Knowledge of leading edge practices and trends relating to human resources.
7. Sound knowledge of the employment standards code, labour Relations act, Human Rights Code, Workplace Safety and Health act, Freedom of Information and Protection of Privacy act.

8. Excellent computer skills including Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, etc.) and knowledge of HRIS software applications.
9. Sound interpersonal skills and the ability to develop and maintain effective working relationships with a variety of stakeholders at all levels including the Human Resource Leadership Group, and the department's Senior Human Resources Leadership Group. Ability to build strong, lasting relationships by consistently demonstrating honesty, integrity, and commitment to helping all parties meet their objectives.
10. Sound verbal communication and presentation skills, with the ability to present information clearly to create common understanding amongst a variety of audiences
11. Sound written communication skills, with the ability to summarize information clearly to create common understanding amongst a variety of audiences.
12. Organizational and time management skills; adaptable to unforeseen changes in schedule and interruptions, ability to establish priorities and meet deadlines within tight timelines. Ability to achieve quality results with utmost accuracy in a busy and high-volume environment.
13. Strong business acumen with the ability to serve as a change agent, and align organizational development strategies with overall business goals.
14. A passion for Human Resources and creating the best experiences for employees and management. A data driven approach to decision making and prioritizing.
15. Strong ability to manage ambiguity, maintain productivity and focus even when faced with uncertainty or when direction is unclear.
16. Skilled in balancing stakeholders by proactively identifying and responding to the various needs of stakeholders and groups.
17. A growth mindset, when confronting new challenges, leveraging solutions and viewing both successes and setbacks as valuable learning experiences.

***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.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).

2. Cover Letter
3. Education confirmation (Degree, Diploma, Certificate, etc.)

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

Notes

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.

Position Reports To: Manager of Corporate HR Programs & Policy

Only candidates selected for interviews will be contacted.