

## **CITY OF PARKSVILLE - MANAGER OF HUMAN RESOURCES AND OH&S**

### **Job Summary**

Reporting to the Director of Corporate Services, this position effectively manages the City's human resources management functions and the occupational health and safety (OHS) program. This position exercises independent judgement in the performance of duties following City policies and procedures in compliance with the BC Labour Code, *Employment Standards Act*, WorksafeBC, and other relevant legislation.

### **Primary Duties and Responsibilities**

Manages the day-to day operations of human resources including labour relations, recruitment and selection, training and development, succession planning, HR planning, talent management, performance management, and personnel management to improve and enhance corporate initiatives that align with the City's strategic objectives and goals.

Manages the OHS program through work direction to the OHS Advisor and provides advice on corporate responsibilities, workplace safety, employee wellness, attendance management and return to work programs.

Administers and interprets the City's Collective Agreement; provides advice to managers to resolve labour relations issues arising from the Agreement; prepares proposals and recommendations for the negotiating team and participates in bargaining; represents the City at external hearings and arbitrations and liaises with the City's legal counsel as required.

Oversees and participates in the recruitment and selection process including development of job descriptions, interview questions, and job postings; conducts reference checks; assesses and recommends applicant suitability for employment; oversees onboarding process; and ensures proper employment practices are followed.

Develops job evaluation processes; establishes standards and consistency in the terminology and composition of job descriptions to ensure minimum qualifications and experience are rated accurately.

Develops and implements policies, programs and procedures for corporate training and development, succession planning, performance management, and talent management.

Administers the City's health and welfare benefit plans including enrolments and changes; develops strategies for benefit improvements and cost effectiveness; communicates with benefit carriers; ensures employee groups conform to benefit plan requirements and Agreement provisions; liaises with Finance regarding employee changes; and ensures the security and accuracy of employee records.

Researches best practices and develops HR policies, procedures, and standards and ensures compliance with the Collective Agreement and applicable legislation and regulations.

Collaborates with senior management and other partners, providing advice and recommendations on all matters relating to human resources management and labour relations issues. Identifies risks and develops mitigation strategies to minimize negative impacts on the City.

Develops and monitors departmental budgets including corporate OHS, training and development and employee wellness budgets.

Represents HR/OHS to City departments, other organizations, government agencies and the public including responding to and advising department managers on all human resources matters, attends Council meetings as required.

May act in absence of the Director of Corporate Services.

May participate in the City's Emergency Operations Centre as required.

Performs other related duties as required.

### **Necessary Qualifications**

#### **Knowledge:**

- Extensive knowledge of human resources functions, program applications and best practices within a BC municipality.
- Solid understanding of the principles of confidentiality when dealing with sensitive employee information, workplace investigations and job competitions. Awareness of the applicability of the *Freedom of Information and Protection of Privacy Act* in a HR setting.
- Extensive knowledge and application of CUPE Collective Agreements, BC Labour Relations Code, *BC Employment Standards Act*, and *Workers' Compensation Board Act* and Regulations.
- Considerable knowledge of methods and techniques used for effective employee recruitment in a competitive and challenging market, including strategies for screening, interviewing, and testing applicants.
- Thorough knowledge of employee benefit packages (health and welfare, pension) and enrolment requirements.
- Thorough knowledge of job evaluation process including development of job descriptions, pay rates and duties in a union environment.
- Sound knowledge of business English, BC municipal office practices and procedures.
- High proficiency and ability in word processing and various software program applications related to a municipal government environment.

#### **Ability to:**

- Build productive relationships and trust with the senior management team, CUPE representatives and employees.

- Effectively plan, assign, and review the work of subordinates engaged in delivery of support services as required.
- Manage multiple issues, set priorities, work independently and effectively under pressure.
- Model professional, ethical, and collaborative behaviours.
- Develop clear and effective personnel policies and human resources programs.
- Provide accurate advice to management on human resources management functions.
- Write and deliver reports and presentations to senior management and Council.
- Exercise sound judgement and make sound decisions.
- Effectively communicate orally and in writing with all levels of staff, unions, consultants, and benefit plan carriers.
- Work effectively with minimal supervision to complete assigned tasks with high degree of accuracy, efficiency, diplomacy, and confidentiality.

**Required Qualifications:**

- Bachelor's degree in Business or Public Administration with a focus in human resources management.
- Certified Human Resource Professional (CHRP) is an asset.
- Five to seven (5 – 7) years of relevant experience in a manager position working in a municipal environment, with a minimum three (3) years demonstrated effective supervisory skills.
- Possession of a valid BC DL and a clean driving abstract

At the discretion of the City, an equivalent combination of education and experience may be considered.

*The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.*