

MANAGER OF HUMAN RESOURCES AND OH&S

(Full-time regular exempt position)

Parksville is an active community of urban professionals, families with young children and retirees who have chosen to live in this community for a high quality of life and the region's stunning natural environment. Located on Vancouver Island's east coast, 13,600 residents call Parksville home. We are committed to be the city of choice for current residents and future generations, maintaining a clean, safe, friendly, economically viable and environmentally conscious community.

The City of Parksville has an opening for a full-time **Manager of Human Resources and OH&S**. 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 is required to exercise independent judgement in the performance of the duties following City policies and procedures in compliance with the BC Labour Code, *Employment Standards Act*, WorkSafeBC, and other relevant legislation.

The ideal candidate will possess a bachelor's degree in Business or Public Administration with a focus in human resources management. Certified Human Resource Professional (CHRP) is considered an asset.

The position requires 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.

The City offers a competitive salary range (\$101,129 - \$116,104 – subject to relevant experience and credentials); plus a comprehensive benefits package including pension on the first day of employment; plus eligibility for an Earned Day Off program upon completion of the probationary period.

All new hires will be required to provide proof of full vaccination. Exemptions will be considered where there are valid grounds for accommodation under the BC Human Rights Code.

To view a **complete job profile**, visit www.parksville.ca. Applicants may apply in confidence by providing a cover letter and current resume to the attention of Human Resources via email: hr@parksville.ca. This opportunity will remain open until filled. First screening on May 5, 2022.

We thank all applicants for their interest, however only those selected for an interview will be contacted.