

JOB POSTING



MANAGER OF HUMAN RESOURCES Permanent Full Time Exempt #2017-05

Due to a pending retirement, there is an exciting opportunity for a Manager of Human Resources with the Town of Ladysmith. If you believe that the key to quality service is in valuing both the people you serve and the people who deliver the service, you belong in Ladysmith.

The Town of Ladysmith is a vibrant community nestled on the eastern shores of spectacular Vancouver Island. With a population of approximately 8,500 people, the community provides an inviting small town atmosphere and yet is only a short commute to all of the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities, including year-round opportunities for outdoor enthusiasts.

The successful candidate will have a reputation as a results-orientated professional. Specifically, the candidate will be able to demonstrate the following:

- Ability to thrive in a fast-paced environment and successfully deal with multiple priorities;
- Ability to develop, build and implement systems and programs that support the effectiveness of the Human Resources Department;
- Ability to build and maintain positive relationships with people within and outside the organization;
- Ability to exercise considerable independent judgment;
- Success at providing strategic advice as well as hands-on follow-through in human resources matters; and
- Willingness to commit to quality pro-active results.

The position reports to the Director of Financial Services. The ideal candidate will have a Bachelor's degree in a related discipline with a minimum of three years' experience in human resources or labour management in a leadership position within a unionized environment. Managerial experience is essential, preferably in the public sector. A strong commitment and proven track record to your profession, colleagues and community are essential. This is a hands-on position that requires the Manager of Human Resources to exercise considerable independent judgement, initiative, tact, courtesy and diplomacy in completing their duties.

The Town offers a generous benefits package and a competitive salary range, negotiable and commensurate with experience. Many other advantages are also offered, including career and professional development opportunities, a flexible schedule and a supportive work environment.

Qualified candidates are encouraged to submit their resumes in confidence by 4:00 p.m. on March 14, 2017

Attn: Karen Cousins
Manager of Human Resources
Phone: 250.245.6412
Email: hr@ladysmith.ca

The Town of Ladysmith thanks all applicants. Only those selected for an interview will be contacted.

CONTACT US 250.245.6400 / info@ladysmith.ca

410 Esplanade MAIL PO Box 220 . Ladysmith . BC . V9G 1A2

www.ladysmith.ca

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TITLE: MANAGER OF HUMAN RESOURCES

DEPARTMENT: HUMAN RESOURCES

JOB SUMMARY:

Reporting to the Director of Financial Services, the Manager of Human Resources exercises considerable independent judgement, initiative, tact, courtesy and diplomacy in processing assignments, many of which are confidential in nature. This hands-on position plays a key role in strategic leadership for human resources services.

PRIMARY RESPONSIBILITIES:

- Develops recruitment and selection strategies that are aligned with the Town's strategic direction;
- Implements and manages recruitment initiatives and programs;
- Develops and manages succession planning, talent management programs and other recruitment related projects;
- Keeps up to date on trends and innovative recruitment techniques in order to be recognized as a leader in recruiting practices;
- Works with other managers to create an organizational culture that is supportive, positive, collaborative, action-oriented and customer service focused;
- Coordinates input from the human resources department into the preparation of the annual budget (for director's approval) and monitors related budget throughout the year;
- Manages the joint job evaluation program;
- Creates job descriptions and oversees the updating of job descriptions and postings;
- Manages the interview process;
- Oversees exempt staff employment contracts;
- Organizes and maintains confidential human resources files;
- Manages the annual employee development review program;
- Develops and oversees implementation of the New Hire Orientation process;
- Provides human resources statistical analysis as required;
- Responds to inquiries from employees and external parties in regards to employee/labour relations;
- Develops training programs based on identified organizational needs in collaboration with the management team;
- Proposes amendments and new human resources policies and procedures to the Senior Management Team;
- Develops and implements employee relations and wellness initiatives;
- Prepares issue based analysis for Senior Management on effects of proposed changes with respect to negotiations on the Collective Agreement;
- Participates in negotiations on the Collective Agreement;
- Participates in the following committees: Joint Occupational Health and Safety, Labour Management and Employee Wellness;
- Supervises the Administrative Assistant – Human Resources;
- Undertakes and manages the completion of special projects and priorities as assigned by the Director of Financial Services;
- Responsible for compliance with safe work practices and safety guidelines as established by the Town and WorkSafeBC;

- Drafts human resources related correspondence for managers and directors signature; and
- Provides proactive management of sick leave and return to work programs.

REQUIRED SKILLS KNOWLEDGE & ABILITIES:

- A Bachelor's degree in a related discipline; or equivalent combination of education and experience;
- A Chartered Professional in Human Resources (CPHR) designation is preferred;
- Managerial experience is essential, preferably in the public sector;
- Minimum three (3) years human resources or labour relations experience in a unionized environment is essential;
- Proficient using Microsoft software applications. Experience with Vadim software is an asset
- Familiarity with the function of human resources in the local government sector, including applicable legislation, procedures and requirements;
- Ability to exercise considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments;
- Ability to work in a confidential environment;
- Ability to prioritize duties and organize work schedule to meet multiple deadlines;
- Ability to problem solve and develop innovative solutions to complex problems;
- Exceptional communication, interpersonal, problem solving and facilitation skills;
- Ability to develop and maintain excellent working relationships with colleagues, employees and outside stake holders;
- Ability to anticipate emerging issues and trends, project their impact on the Town, and manage them proactively;
- Collaborative and open leadership style;
- Good coach and listener, flexible and fair; and
- Willingness to commit to quality pro-active results.