



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### **MANAGER OF HUMAN RESOURCES PERMANENT, FULL TIME (35 HOURS PER WEEK)**

Reporting to the Chief Administrative Officer, the Manager of Human Resources is responsible for the strategic leadership, development and day-to-day administration of the Human Resources Division and corporate human resources portfolio. The Manager of Human Resources provides full professional human resources, employee relations and directs payroll services and administration to the Township of Centre Wellington. This position advises management staff and Council on all matters related to human resources and employment and provides leadership to ensure an inclusive, successful and collaborative work environment.

Key major responsibilities of the Manager of Human Resources include developing and implementing HR programs/policies and strategy aligned with corporate goals & direction; providing HR services in support of departments and advice/recommendations to Council; negotiating collective agreements and fostering effective relationships; and being an active partner with the CAO and Senior Leadership Team in building organizational capacity.

#### **Key Major Responsibilities:**

Duties include but not limited to:

#### **Employee-Labour Management Relations**

- Understands, interprets, implements and ensures compliance with all relevant provincial and federal legislation including the Employment Standards Act, Pay Equity Act, Occupational Health and Safety Act (including harassment and workplace violence), Labour Relations Act, Ontario Human Rights Code, Accessibility for Ontarians Act, Municipal Freedom of Information and Protection of Privacy Act, Workplace Safety and Insurance Act and Bill C-45.
- Represents the Township of Centre Wellington at provincial tribunals including drafting submissions i.e., Workplace Safety and Insurance Appeals Tribunal, Human Rights Tribunal, etc.
- Liaises with legal counsel on select employment and labour law issues.
- Determines in collaboration with the Managing Directors, the short and long term needs of each department and the organizational changes needed to achieve those objectives i.e. Staffing Strategy.
- Manages all employee disciplinary actions up to and including termination and litigation.

#### **Human Resources Administration**

- Manages the development of all the Township of Centre Wellington's human resources policies and procedures.
- Advises, recommends and provides reports, when applicable, regarding resolutions to all employment and human resources issues within the Township of Centre Wellington.
- Manages all aspects of the legislated and legal requirements in regards to volunteers utilized in the organization.
- Other human resource and employment duties as may arise from time to time.
- Performs all other duties as assigned and/or required.

#### **Talent Management/Recruitment & Selection**

- Manages the recruitment, interview process, selection, written confirmation of hire process and onboarding of employees within the Township of Centre Wellington.
- Develops, coordinates and provides direction on the management and non-management performance evaluation process and documents as well as ensuring notification to all Managing Directors on due and overdue annual documents.
- Provides training through various sources e.g., external consultants for management and health and safety training

#### **Total Rewards/Compensation & Benefits**

- Ensures that all applicable employee positions are evaluated and appropriately compensated within the job evaluation process and compliant with the Pay Equity Act.
- Researches and reviews appropriate external market comparators for appropriate and fair compensation and benefits for internal negotiations, and organizational/departmental change management.
- Conducts surveys as required.
- Ensures all job descriptions and organizational charts are maintained as required in conjunction with the Senior Managers.
- Provides information and recommendations to Council for negotiations, and salary compensation and benefits for all groups of employees.
- Provides overall direction regarding job evaluation, compensation, benefits and pension (OMERS).
- Manages the Employee and Family Assistance Program (EFAP) for all permanent full time and permanent part time employees as well as volunteer firefighters.
- Reviews Employee and Family Assistance Program (EFAP) usage and costs on a quarterly basis and recommends approval of contracts on a bi-annual basis.

### **Employee Contract Negotiations**

- As the chief spokesperson, negotiates the Memorandum of Agreement with the Staff Association representing non-management and non-excluded employees and the Fire Association's policy agreement with the Township.
- Writes Memorandum of Agreement language and Letters of Understanding as required.
- Provides updates on negotiations and final recommendations to Closed Sessions of Council for final approval.
- Investigates all employee and/or employer issues and grievances as they arise in consultation the employees, managers, Staff Association or Fire Association representatives, Chief Administrative Officer and/or legal counsel, if required.
- Chairs and represents management at Labour Relations Committee and other Staff Association meetings or hearings.
- Communicates changes to HR policies, procedures and practices to the Staff Association Chair, as required.

### **Disability Management and Health & Safety**

- Provides overall direction regarding short and long term disability, health and safety matters, WSIB, return to work programs and processes and workplace accommodation.
- Manages the attendance management process through the Attendance Support Program and provides guidance to managers and supervisors on managing absenteeism and resolution.
- Champions the health and safety and return to work programs and fosters the commitment to health, safety and wellness by providing strategic leadership.
- Directs the WSIB and disability claims process, regularly assesses and reports on implications to the Townships and recommends proactive strategies to manage time off and costs.

### **Minimum Qualifications and Requirements:**

- University degree with emphasis on human resources or a related field and a Certified Human Resources Leader (CHRL) designation in good standing.
- Minimum of seven (7) years of human resources experience, with at least five (5) years of related experience in a senior management role with a broad human resources portfolio, preferably in a municipal or other public sector employer.
- Comprehensive and demonstrated knowledge of relevant legislation and regulations including, *Employment Standards Act, Occupational Health & Safety Act, Act, Pay Equity Act, Ontario Human Rights Code, Accessibility for Ontarians Act, Municipal Freedom of Information and Protection of Privacy Act, Workplace Safety and Insurance Act* and Bill C-45.
- An excellent working knowledge of all human resources, employment legislation and practices.
- An excellent background in progressive labour and/or employee relations.
- Well-developed leadership and administrative abilities combined with excellent presentation, writing and problem-solving skills.
- Excellent demonstrated collaborative working relationships with the senior management team and Council.
- Ability to maintain excellent and detailed records, and communicate effectively with internal staff, employee associations, community and provincial agencies, elected officials and the public.
- Excellent listening skills, empathy and understanding of personal issues of employees at all levels while demonstrating fairness and firmness in resolutions.
- Excellent consultation, facilitation, negotiation, mediation skills.
- Excellent organizational skills and the ability to set personal and division objectives and establish an approach to reaching those objectives when completing a task or project.
- Demonstrated people management skills and the ability to foster collaboration, resolve conflict and provide excellent customer service while balancing the interests of all stakeholders.
- Working knowledge of information management systems, computers and software applications relevant to human resources functions, including Microsoft Office (Word, Excel, PowerPoint, Outlook, Visio) and Human Resource Information Systems (HRIS).
- Must possess a valid "G" driver's license and access to a vehicle is required.

**Annual Salary:** \$105,217 - \$123,089 (2021 salary range)

**How to Apply:** Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0  
via email to: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply:** January 15, 2021 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. **No phone calls please.**

*As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.*

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*