



POSTING

Human Resources Manager
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township has a strong team of dedicated leaders who care about the success of their staff. We are committed to developing leaders who are passionate about making a difference. We support leaders to grow their strengths in managing others. Together we will reach our collective full potential as an employer of choice.*

We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Human Resources Manager? *You bring a positive approach to challenges and support leaders in making staffing decisions that drive a healthy culture. You inspire trust and genuinely want the best for people. You have experience working with multiple union groups and strong knowledge of labour legislation. You passionately bring your expertise in Human Resources Management and provide a vision for the future success of the Township and our staff. This role is not for everyone, but if it sounds like it is for you, let us know: apply today!*

File No: 2021-49 Human Resources Manager
Hours: 35 per week
Salary: \$90,600 - \$104,486 Annually (\$49 - \$57/hr)
Closing: October 31, 2021, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE:	Human Resources Manager
DEPARTMENT:	Business Services Department, Human Resources Division
REPORTS TO:	Director of Business Services & Township Treasurer
UPDATED:	October 2021
CATEGORY:	Permanent Full-Time, Management

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan by enabling the full management team to achieve the corporate goal of becoming “An Employer of Choice” and fulfilling our Strategic Talent Management Policy. This role provides organization-wide HR guidance and change management support. The position supports management to resolve complex employee and labour relations matters and fulfil culture change initiatives.

QUALIFICATIONS:

- University degree in Human Resources Management or a related field (Industrial Relations/Psychology, and/or Business Administration, etc.), a master’s degree in a related field is an asset.
- A minimum of five years progressive HR leadership experience preferably in a municipal setting or the broader public sector.
- Experience in all areas of HR including labour and employee relations, talent management, compensation and benefits, WSIB and leave of absence management, pay equity, performance management, organizational design, culture and engagement, diversity and inclusion, health and safety, education and organizational development.
- Equivalent combination of formal and continuing education with HR management experience will be considered.
- Certified Human Resources Leader (CHRL) in good standing, or working towards, with knowledge of the HRPAC code of conduct.
- Depth of experience in a unionized environment required, including the ability to build relationships and trust with union partners, and proficiency in managing grievance administration to arbitration and collective bargaining.
- Experience leading continual improvement in HR practices, policies and programs for an organization and supporting management adaptation of best practices.

- Experience conducting internal investigations and coordinating external investigations.
- HRIS experience an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record and access to a reliable personal vehicle.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to interpret HR trends and best practices, to support an engaging workplace culture.
- Ability to convert HR strategy and concepts into practical tools and systems management can learn and implement.
- Ability to champion regular communication among all members of the organization, getting results through formal and informal channels that enhance a positive productive culture.
- Demonstrated ability maintain collaborative partnerships with the ability to coach, others to achieve their best results.
- Advanced problem-solving and critical thinking skills, with the ability to consider the larger context, identify root causes, and connect to strategic solutions.
- Excellent interpersonal skills with the ability to influence, negotiate, and resolve complex people problems while building trust and enhancing positive relationships with all workplace parties including bargaining unit representatives.
- Sound knowledge of municipal policies, procedures and applicable legislation and regulations including the Ontario Labour Relations Act, Occupational Health and Safety Act, Workers Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, etc.
- High degree of professionalism coupled with a demonstrated ability to communicate effectively with courtesy, diplomacy, both verbally and in writing, during facilitations and presentations, and while negotiating and resolving conflicts.
- Must abide by the HR professional code of ethics, protect privacy, use confidential information appropriately, balance the interests of both management and staff, and treat sensitive situations with appropriate tact and discretion.
- Proven ability to prioritize and complete projects within identified deadlines.
- Excellent administrative, presentation and report writing skills.
- Strong customer service orientation.
- Strong computer skills including proficiency in using MS Office.

KEY RESPONSIBILITIES AND DUTIES:

- Supports leadership and staff in fulfilling the strategic priority of becoming an “Employer of Choice”.

- Leads HR initiatives, under the guidance of the Director, including talent management, workforce planning, talent acquisition, employee recognition and engagement, professional development and training, performance management and development, succession planning, health and wellness, total compensation, employee relations, etc.
- Ensures legal compliance in all areas of HR including the Employment Standards Act, Human Rights Code, Labour Relations Act, Occupational Health and Safety Act, Pay Equity, etc.
- Provides counsel, coaching, and recommendations to leaders on various employment matters, employment related legislation, collective agreement interpretation, and employee/labour relations issues; attendance management, medical leaves, WSIB procedures, return to work and accommodation cases. Acts as a liaison, and coordinates related information flow, working with external providers as required.
- Conducts research, performs analysis to ensure currency of HR systems, programs, and policies, and prepares recommendations in response to HR related enquiries. Consults with other specialists and seeks legal advice as required.
- Develops and implements corporate training and organizational development plans that will contribute to ongoing talent development and advancement of the organization; assists in the professional development plans for individuals as needed.
- Coordinates grievance, arbitration, and other employee/labour relations issues through to completion by partnering with managers and working with affected employees and union representatives.
- Ensures workplace investigations are conducted in accordance with current legislation and corporate policies.
- Abides by the HR professional code of ethics, protect privacy, use confidential information appropriately, treat sensitive situations with appropriate tact and discretion, in compliance with legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- Develops and administers the HR budget with the support of Finance, to ensure HR initiatives are financially well-planned and executed.
- Manages Human Resources policies, procedures, guidelines, and employment legislative changes affecting the terms and conditions of employment for staff.
- Administers the compensation program under the direction of the Director, to ensure compliance with relevant legislation and market competitiveness; includes job evaluation, pay equity, and maintenance of job descriptions.

Front Line Supervision

Support talent management processes for the Human Resources Consultant position. This includes:

- Assign work and ensure timesheets are accurate, approved and submitted.
- Maintain up-to-date job descriptions.
- Coordinate and execute hiring and orientating new employees.

- When necessary, address performance improvement requirements in a timely and consistent manner and working with the Director to undertake progressive discipline where required.
- Ensure attendance is managed, working with the Director to address concerns, and support staff who have accommodation needs, while also addressing culpable problems, such as lateness, consistently.
- Perform employee relations duties to address complaints and collaborate with Director on problem-solving.
- Promote a health and safety culture by regularly holding safety talks, ensuring policies and practices are up-to-date and complied with, and ensuring a safe work environment.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.
- Investigate, with others, all employee/equipment accidents to determine root cause(s) and make recommendations on corrective actions.

WORKING RELATIONSHIPS:

Internal:

Director of Business Services & Township Treasurer, all Township employees, Senior Management Team, Managers and Supervisors, HR Consultant, and Union Representatives.

External:

Township Council, group insurance representatives, various regulatory representatives, labour lawyers, and external consultants and training organizations.

WORKING CONDITIONS:

Normal busy office environment working conditions apply. Unpaid overtime required (supported with in-lieu allowance). Required to attend meetings, programs, seminars, events which may take place at different facilities (mostly within the Township). May be seated for long periods (3-4 hours). Regularly required to deal with difficult situations and/or frustrated and upset employees with respect to sensitive and confidential information. Occasionally required to address emotionally charged situations where high tension may pose some physical and/or psychological risk to those present.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.