



## Job Description (2021 Revised)

### Senior Manager of Human Resources

#### Position Summary:

Reporting to the Executive Director, Human Resources, the Senior Manager of Human Resources is an HR generalist responsible for ensuring the effective and efficient functioning of Human Resources by leading initiatives and projects that support the advancement of the organization, providing labour relations expertise and support to the Director of Labour Relations and supervising key Human Resources staff.

#### Position Responsibilities:

Advances HR programs by providing strategies, processes and support to uphold the organizational and departmental strategic goals and strategies.

Collaborates with Learning Services and operational departments on alignment of practices and systems with established HR strategies, systems, policies and procedures.

Manages and executes components of projects headed by the Executive Director Human Resources and Director of Labour Relations.

Provides Labour Relations support including conducting investigations, participation in grievance procedures, leading and/or contributing to major LR initiatives and providing advice to management staff throughout the District.

Liaises with union executive members regarding specific organizational initiatives or programs requiring consultation and appropriate follow-up.

Identifies gaps and areas for gained efficiencies through LEAN, mapping of workflows, coordination of processes between HR and other operational departments.

Provides leadership on internal and external recruitment and compensation administration.

Capitalizes on technology to ensure best practices and efficiencies throughout all areas of HR.

Provides administrative direction and advice on HR and Safety Department office functions and budgets.

Develops and implements policies and guidelines where appropriate to ensure organizational compliance.

Assists with identification and delivery of HR training programs to various levels of the organization.

#### Qualifications:

Completion of a relevant university degree, certificate or diploma in Human Resource Management, Business Administration or an appropriate combination of training and applicable experience.



Minimum of seven years Human Resources work experience, preferably in a complex unionized environment.

Significant experience in labour and employee relations.

Proven knowledge and abilities in the areas of, HR systems, process excellence, recruitment, leave management, project management and change management.

Previous experience supervising employees and managing office environments.

A track record of exercising influence and collaboration to build relationships with key stakeholders.

Proven managerial courage with an ability to have difficult appropriate discussions with relevant individuals at all levels.

Proficiency with technology programs relevant to Human Resources operations.

How to apply:

Please apply at <https://bit.ly/2MSNJQL>.

*Note: This job will be open until the position is filled.*