



Manager of Human Resources

Nestled in the heart of the Okanagan Valley, Summerland is a picturesque community with a population of approximately 12,600 residents. The District of Summerland boasts a small-town atmosphere, beautiful outdoor environment and a great quality of life. Residents and tourists enjoy easy access to spectacular beaches and parks, scenic biking and hiking trails, beautiful orchards and vineyards.

The District of Summerland is seeking an experienced, self-motivated human resource professional for the position of Manager of Human Resources. Reporting to the CAO, the Manager of Human Resources administers a Human Resource Management Program for the District of Summerland including, but not limited to, labour relations, collective bargaining, employee relations, recruitment and retention, job evaluation and classification, performance management, compensation, maintaining a safe workplace, and employment contract administration. The Manager of Human Resources advises and represents the District in labour relations issues and is a strategic advisor to the CAO.

The ideal candidate will hold an undergraduate degree in human resources management or related discipline and have a minimum of 5 years of experience in a unionized environment. Experience within local government would be considered an asset. A Certified Professional Human Resources designation (CPHR) with the ability to interpret collective agreement language and lead the collective bargaining process is preferred. The successful candidate will have experience with occupational health and safety programs and bring strong communication, interpersonal, teamwork and facilitation skills. Excellent organization, planning and analytical skills with an ability to apply creative solutions are required, as is the ability to think and work strategically with key stakeholders, and build strong internal and external relationships.

The District of Summerland offers a salary range of \$122,778 to \$134,471 along with a competitive benefits package including a Municipal Pension Plan as well as continued career and professional development opportunities. Work hours are based on 35 hours per week and an optional 4-day compressed work week (Tuesday to Friday) is available.

Please see a full job description including all key responsibilities, qualifications, skills and abilities at www.summerland.ca/your-city-hall/employment. To apply for this position, send a cover letter and resume (in PDF format), quoting Competition No. 25-05 to hr@summerland.ca by March 10, 2025.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted.