



POSITION DESCRIPTION

TITLE: MANAGER OF HUMAN RESOURCES

DEPARTMENT: ADMINISTRATION

ORGANIZATIONAL RELATIONSHIPS

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

SUPERVISES: MANAGER OF HUMAN RESOURCES

REVISION #: 01: JANUARY 2025

POSITION SUMMARY

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, recruitment and retention; job evaluation and classification, orientation, performance management and compensation; employee relations, labour relations, creating a safe workplace, collective bargaining, and employment contract administration. The Manager of Human Resources advises and represents the Employer in labour relations issues, and is a strategic advisor to the CAO.

KEY RESPONSIBILITIES

- As a member of the Senior Management Team, participates in the development of corporate plans and ensures the District meets strategic and departmental goals and objectives.
- Provides leadership and guidance to staff on labour relations and HR matters.
- Plans for, recruits and helps create and implement strategies for the retention of talent in the organization.
- Prepares, negotiates and administers collective agreements.
- Understands employee rights while ensuring employer rights are respected in the progressive discipline process.
- Represents the District and participates on the Southern Interior Municipal Employer's Association (SIMEA) administrative team and leads all group benefit programs for the municipality.
- Participates on the Joint Occupational Health and Safety Committee to participate in maintaining a healthy & safe work environment in accordance with WorkSafeBC regulations.
- Supports the CAO in the administration of the performance management system.
- Supports the CAO in the administration of the employee compensation and recognition programs.
- With other departments, coordinates orientations, training and development for staff.
- Proactively conducts research for human resource related issues and keeps a pulse on key trends and issues so the organization remains competitive and efficient.
- Performs other related duties as required at the direction of the CAO, including briefing Mayor and Council on emerging issues or opportunities relating to human capital in the corporation.

QUALIFICATIONS, SKILLS AND ABILITIES

- An undergraduate degree in Human Resources Management or a related discipline.
- Five years management experience preferably in a local government.
- CPHR designation preferred.
- Experience with occupational health and safety programs.
- Knowledgeable in current labor trends.
- Knowledge of employment and HR related legislation (Employment Standards, WorkSafeBC, Human Rights Act, etc.) and common law practices.
- Exceptional issues management skills.
- Strong problem solving, decision making and analytical skills.
- Strong interpersonal and communication skills, both verbal and written.
- Sound diplomacy, tact and negotiation skills.
- Ability to exercise good judgment and deal effectively, tactfully and with complete confidentiality with employees, members of the public and other departments in the interpretations and administration of human resources related matters and, in the collection, and distribution of data.
- Ability to develop effective relationships across all organizational levels.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Valid B.C. Driver's License.