

Manager, Human Resources

Permanent Full-Time

Salary: \$89,389 - \$106,427/yearly



Elliot Lake offers an exceptional quality of life, a low cost of living and an ideal work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

Are you a dynamic, results-driven HR professional with a passion for people and organizational development? The City of Elliot Lake is seeking an experienced and versatile Manager of Human Resources to join our dedicated team. This pivotal role offers the opportunity to lead a small HR and Employee & Labour Relations team while collaborating with leadership to shape strategies that align with both organizational goals and employee needs.

Key Responsibilities

- Lead recruitment and selection processes for the City of Elliot Lake, ensuring compliance with policies, legislation, and contractual obligations.
- Administer job evaluations, wage management, employee benefit programs, and incentive initiatives.
- Guide management through the interpretation of Collective Bargaining Agreements (CBA), assisting with grievance resolutions and negotiations.
- Oversee government and internal funding related recruitment programs and grants.
- Develop and implement employee orientation, performance management, and other HR programs.
- Manage WSIB claims, support return-to-work programs, and ensure health and safety compliance.
- Prepare departmental budget and reports for Council review.
- Represent the HR department on various committees and collaborate with leadership to drive HR excellence.

Qualifications:

- Post-secondary degree in Business Administration, Human Resources, Industrial Relations, or a related field (preferred).
- Certification as a Human Resources Leader (CHRL) or Human Resources Professional (CHRP), or equivalent experience.
- 3-5 years of experience in HR within a multi-union environment.
- Minimum 2 years in a leadership role (preferred).
- Knowledge of employment law, collective bargaining, grievance procedures, and HR best practices.
- Proficiency in HRIS, Payroll systems, and Microsoft Office.

Why Join Our Team:

- Lead in a collaborative environment where your expertise will shape HR practices and employee relations.
- Competitive compensation and benefits package.
- Work in a dynamic, inclusive environment that values professional growth and development.

To view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the hiring process. If you require accommodation, please contact HR.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
POSITION DESCRIPTION**

POSITION: Manager, Human Resources

DATE PREPARED: February 4, 2020

REVISION DATE: December 18, 2024

REPORTS TO: Chief Administrative Officer

DEPARTMENT: Human Resources

MAIN FUNCTION:

This is a versatile generalist role with a range of responsibilities, including serving as an advisor, coach, resource, and people leader for a small Human Resources (HR) and Employee and Labour Relations team. The position involves working closely with the leadership team to create and implement strategies that address both people and organizational needs.

Duties

1. Develop and oversee the City of Elliot Lake's recruitment and selection processes to ensure compliance with all organizational policies, legislation, and contractual obligations.
2. Administer and provide input with respect to the job evaluation, wage and salary management process, incentive program and employee benefit programs.
3. Develop and maintain in accordance with best practices and the environment a Recruitment and Selection Framework (e.g. activities and material) for non-union, unionized and management positions, including interview and selection criteria (e.g. pre-screening and interview tools, candidate testing and references/credentialing checks)
4. Oversee the full-cycle recruitment process for all management level positions.
5. Manage external contracts related to recruitment (e.g. staffing agencies, recruitment agencies etc).
6. Oversee all government and internal funding related recruitment Programs/Grants (e.g. Summer Student grant and the development and maintenance of internal incentives)
7. Provide guidance to the management team on the interpretation of the Collective Bargaining Agreements (CBA) and play a key role in resolving employee grievances and ensuring compliance with contractual timelines.
8. Play a key role in the negotiation activities by researching, collecting, and comparing appropriate data (competitor data, historical data etc.) and by liaising with the leadership team and key management members in developing a strategy to execute the established mandate.

9. Participate in local and central bargaining mediation and arbitration, acting as spokesperson and acting as lead when applicable
10. Lead the development, administration, monitoring and ensuring compliance of programs (such as probation reviews, performance management, employee general orientation, and mandatory education). Provide coaching and managerial support on labour and foundational HR relations as appropriate.
11. Develop and implement new employee general orientation.
12. Maintain current knowledge of best practices and benchmarks for the delivery of high standard human resources services
13. Develop, manage, monitor, and review financial performance of the department as well as system level programs – such as benefit plans etc.
14. Adhere to Occupational Health & Safety responsibilities under the Occupational Health and Safety Act
15. Oversees the immediate follow-up of potential lost time injuries, ensures compliance with reporting requirements to WSIB and helps facilitate the employee's safe return to work.
16. Reviews all WSIB claims and determines appropriate action, indicating which should be appealed to the Workplace Safety and Insurance Appeals Tribunal.
17. Prepares the Human Resources budget and submits it to the Director of Finance / Treasurer or CAO for presentation and final approval by Council.
18. Ensures adequate funds are budgeted to permit a professional development program within the organization.
19. Prepares reports for Council's consideration and seeks direction based on the research and costing of the Union / Association's proposals
20. Represent the department on various committees and in meetings as required.
21. Assume other duties as may be assigned

QUALIFICATIONS

EDUCATION AND TRAINING:

1. Post-secondary degree/diploma in Business Administration/Human Resources Management, Industrial Relations or a related field is preferred.
2. Current Designation as a Certified Human Resources Leaders (CHRL) or Certified Human Resources Professional (CHRP) and membership to HRPA is required or equivalent combination of post-secondary education, training and experience may be considered.

EXPERIENCE:

1. Three (3) to five (5) years' experience working in an HR department within a multi-union organization.
2. Minimum two (2) years' experience working in a leadership role is preferred.
3. Experience in use and maintenance of Human Resources Information Systems and Payroll systems is preferred.

KNOWLEDGE/SKILLS/ABILITIES:

1. Demonstrated ability to interpret legislation and employment law.
2. Demonstrated superior time management, prioritization, organization, critical thinking, negotiation, and problem-solving skills.
3. Demonstrated knowledge of grievance and arbitration procedures, arbitral jurisprudence, collective bargaining, employment related legislation, and HR theories/techniques.
4. Demonstrated ability to analyze data and convert it into useful information for decision-making.
5. Demonstrated ability to effectively map-out existing processes and analyze their effectiveness.
6. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
7. Ability to use tact and discretion in dealing with all stakeholders.
8. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
9. Demonstrated superior interpersonal and communication skills, both written and oral

PERSONAL SUITABILITY

- Ability to develop partnerships and collaborative processes across the organization.
- Demonstrated ability to take appropriate action to resolve workplace related issues and problems.
- Demonstrated commitment to ongoing professional development.
- Demonstrated professionalism when dealing with confidential and sensitive issues.
- Demonstrated positive work record and excellent attendance record.
- Ability to meet the physical and sensory demands of the job.

WORKING CONDITIONS:

- General office conditions
- Day shift position, with some flexibility to attend evening meetings (e.g. Committees, Council)