



Invites applications for the

position of:

Human Resources Manager

Elliot Lake is well known for its high quality of life, low cost of living and great 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!<https://www.elliottlake.ca/en/recreation-and-culture/recreation-and-culture.aspx>

View more information about the city's demographics, economy, quality of life and recreation with the [City of Elliot Lake Community Profile](#).

Main Function:

Reporting directly to the CAO, provides Human Resource functions in the areas of employee and labour relations including contract management and negotiation, recruitment and selection, training and development, policy formulation, statistical reporting, compensation and benefits, health, and safety, WSIB reporting / claims management and risk management.

Specific Requirements:

- College Diploma or University Degree in Human Resources or a related discipline (e.g., Business Administration with a focus on Human Resources) from an accredited institution.
- Certified Human Resources Professional (CHRP) designation required. CHRL preferred.
- Minimum seven (7) years of related Human Resource generalist experience in a unionized environment. Previous Supervisory experience is an asset.
- Maintain a high degree of professionalism and confidentiality.
- Demonstrate excellent interpersonal and customer service skills dealing with staff and the public.
- Knowledge and understanding of applicable legislation and related regulations such as the Workplace Safety and Insurance Act, the Occupational Health and Safety Act and other related Provincial and Federal Safety Regulations, Employment Standards Act
- Knowledge and understanding of current and emerging issues within the field of Human Resources
- Ability to manage conflict, mediate disputes and assist in reaching a consensus between parties.
- Communicate effectively both orally and in written form with employees, Council, and the general public.
- Balance conflicting demands of stakeholders.

Compensation:

The job rate for the position of HR Manager is: \$83,950-\$99,940; commensurate with education and experience in the municipal field. In addition, the City of Elliot Lake offers a full employee benefits program.

For a detailed candidate profile and to submit resumes, email la@tdobbie.com by July 15th, 2023 Please indicate the position you seek in the subject line. To explore this exciting opportunity in strict confidence, call

Tim Dobbie consulting Ltd. 905-330-4090. We thank all applicants and advise that only those to be interviewed will be contacted directly.