

Human Resources Director Administration

POSITION PERIOD

Temporary, Maternity Leave contract (12 months)

JOB SUMMARY

The Director of Human Resources is responsible for the planning, management, and coordination of all human resources functions for the Municipality. The Director acts as a strategic advisor to senior management, promotes harmonious labour relations, ensures compliance with collective agreements, supports managers in the management of their teams, and fosters the development of a positive and high-performing organizational culture.

QUALIFICATIONS

- University degree in Human Resources Management, Industrial Relations, Business Administration, or a related field; or
- College diploma in Human Resources Management.
- Membership in good standing with a recognized Chartered Professional in Human Resources association (CPHR designation considered an asset).
- Minimum of two (2) to five (5) years of experience in human resources.
- Fully bilingual in both official languages.
- Excellent knowledge of employment and labour legislation, occupational health and safety requirements, and human resources best practices.
- Demonstrated ability to manage labour relations matters with tact and diplomacy.
- Strong communication, leadership, and conflict-resolution skills.

TASKS AND RESPONSIBILITIES

Labour Relations

- Act as the primary liaison with the union.
- Participate in collective bargaining negotiations.
- Interpret and ensure the proper application of collective agreements.
- Manage grievances, disciplinary matters, and labour relations files, and prepare all related correspondence.
- Participate in arbitration proceedings.
- Foster a healthy and collaborative work environment.
- Advise department heads and respond to their questions regarding the application of collective agreements and employee management.

2. Human Resources Management

- Plan and coordinate the full staffing cycle, including job postings, recruitment, hiring, and onboarding.
- Monitor and follow up on performance management processes.
- Oversee compensation, benefits, and pay equity policies and programs.
- Develop and implement internal human resources policies and recommend amendments as required.
- Develop and recommend salary grids and pay scales.
- Act as the primary contact between employees and the administrators of group insurance and pension plans.
- Conduct internal investigations following workplace complaints.
- Serve as a member of the Employee Social Committee.
- Prepare written correspondence issued to employees.
- Manage employee service recognition milestones and coordinate the purchase of recognition gifts.
- Maintain accurate and up-to-date employee records.
- Prepare and submit applications for summer employment funding through various government programs.

3. Occupational Health, Safety and Workplace Wellness

- Act as Co-Chair of the Joint Health and Safety Committee.
- Ensure compliance with occupational health and safety legislation.
- Manage disability insurance, workplace injury, and return-to-work files; submit required documentation and act as the Employer's primary contact with WorkSafeNB.
- Promote the psychological and physical well-being of employees.
- Coordinate first aid training.

4. Organizational Development

- Identify training and professional development needs.
- Develop and implement talent development and succession plans.
- Support organizational change initiatives, including modernization and digital transformation.
- Maintain and update the Municipality's succession plan.

5. Strategic Support and Management Advisory Services

- Provide strategic advice on human resources and employee management matters to managers and municipal elected officials.
- Prepare reports, human resources metrics, dashboards, and recommendations aligned with municipal objectives, including the HR Dashboard.
- according to his/her skills, qualifications, and aptitudes.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.