



November 22<sup>th</sup>, 2017

**INTERNAL/EXTERNAL POSTING**  
**HUMAN RESOURCES – PERMANENT FULL TIME**  
**DIRECTOR OF HUMAN RESOURCES**

This is a senior level administrative position. The Director of Human Resources is directly responsible to the City Manager and confers with him/her on a close and regular basis in undertaking the human resources management of the City.

**Duties & Responsibilities:**

- Providing senior level advice and recommendations to executives and departmental managers on matters relating to human resources issues;
- Develops, plans, and carries out policies related to all phases of human resource activities.
- Develop and maintain out-of-scope human resource policies and manual.
- Ensures employee records are maintained.
- Analysis of salaries and position descriptions.
- In conjunction with other department heads, prepares analysis and employment training requirements for City employees.
- Chief spokesperson to negotiate collective agreements with multiple Unions.
- Provide education and interpretation on multiple collective agreements.
- Ensuring effective benefit and compensation policies, practices and systems are in place in accordance with collective agreements, government guidelines and best practices;
- Administering collective agreements and City policies, including representing the City in the grievance/arbitration procedure for assigned grievances;
- Handles all budget and finance inquiries related to the Human Resources department
- Managing the day-to-day operations of the department, ensuring security and accuracy of employee records, consistency of practice and maintenance of optimum service levels;
- Assists department heads and supervises in the interpretation and administration of the City's Collective Bargaining Agreements.

**Qualifications:**

- Established professional credibility as evidenced by a degree or graduate degree from an accredited post-secondary institution in human resources, organizational development or a related area of study and a CPHR designation, or an equivalent combination of education and experience;
- Ten years of human resources experience, comprised of progressively responsible management of all aspects of team member relations and development, including but not limited to: compensation planning, change management, organizational development, emotional intelligence training, succession planning, staffing and recruitment, labour relations, performance management, training, employee wellness and disability management;
- Solid experience in unionized public sector environment.
- Excellent verbal and written communication skills and ability to build relationships and influence at all organizational levels;
- Experience in managing change and developing effective approaches to enhancing and improving organizational culture/climate;
- Experience in conducting needs analysis for new HR policies and programs, presenting recommendations to the executive team that meet corporate culture, goals and objectives, and implementing them effectively programs;
- Success as a people manager and mentor - commits to motivating peers and direct reports through effective leadership. Encourages and accepts constructive feedback and actions accordingly;
- Self-directs and works independently with minimal supervision and demonstrates flexibility and capability to perform well in ambiguous situations;
- Takes initiative beyond the established scope of responsibilities, prioritizes process improvement and generates accurate and on-time work-product;

**Commencement:** As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than December 31st, 2017. Fax: (306)445-0411, Email: [hr@cityofnb.ca](mailto:hr@cityofnb.ca)

The City wishes to thank all applicants, however, only those selected  
for an interview will be contacted.