



## Director of Human Resources

Competition #2022-19

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 9,000, located on the southerly tip of beautiful Georgian Bay. The Town is looking at for Director of Human Resources to join our team! As part of the Senior Management team, the Director of Human Resources will contribute to the strategic vision of the municipality by providing leadership in the development and execution of HR strategies and services that would enhance the Town's ability to attract, retain, and advance its human capital to achieve the goals and objectives.

### **Duties include but are not limited to:**

- Develops and facilitates the implementation of annual departmental goals and objectives, in alignment with Council's direction and the strategic plan. Plans and tracks the human resources departmental budget.
- Monitors progress of goals and objectives and evaluates the effectiveness of the department services on an ongoing basis.
- Oversees the payroll function as well as mental health, wellness, and engagement initiatives.
- Enhances departmental customer service by developing department specific standards and ensures the implementation and ongoing evaluation of those standards.
- Administers and makes recommendations on benefits, staffing, wage and salary administration, job classification and evaluation, pay equity, employee training and development, recruitment and retention, labour relations, collective agreements and contract negotiations, grievances, worker's safety and insurance, disability and employment accommodation issues, human resources planning and information systems, personnel policies and procedures, and strategies to address short and long-term human resources, and organizational objectives.
- Manages disability claims and coordinates modified work plans and employment accommodations.
- Leads union negotiations and employee/union relations.
- Creates, implements, and updates human resources policies and procedures, and strategies to address short and long-term human resource needs, and Council objectives. Communicates these policies to all staff.
- Facilitates compensation and pay equity reviews with consultants.
- In consultation with the Senior Management Team, develops training plans and health & safety budgets.
- Interprets, administers, and ensures compliance with all pertinent legislation.
- Serves as an advisory member of the Joint Health and Safety Committee. Follows up with applicable Senior Managers regarding deficiencies found on workplace inspections. Provides recommendations and advice to staff and senior management.
- Leads in-house training programs for employees. Sources and coordinates external training programs.
- Creates, implements, and trains staff on Health and Safety policies and procedures, resulting from reviews and needs assessments.

### **Required Qualifications:**

- Honours Bachelor's Degree in Human Resources, Business Administration, a related field or equivalent.
- 7-years of related progressively responsible experience, preferably in the Municipal sector.
- Certified Human Resources Leader (CHRL) designation.
- Canadian Registered Safety Professional designation (CRSP) is an asset.
- Sound knowledge of the Occupational Health and Safety Act, Employment Standards Act, Human Rights, Pay Equity, Labour Relations Act, and AODA.
- Excellent oral and written communication skills.
- Excellent administrative, analytical, critical thinking, and negotiation skills.
- Demonstrated and effective facilitation and leadership skills.
- Excellent attention to detail required. Ability to deal with mental stressors due to the pressure of time sensitive reports and other demands during union contract negotiations.

- Ability to maintain confidentiality as this position will deal with highly confidential information that could result in liability concerns if not handled properly.
- Excellent organizational and time management skills.
- Strong computer skills.

**Compensation:** The current salary rate for this position is \$98,881 to \$115,643 per annum, based on a 35-hour workweek. The Town offers a competitive benefits and pension package.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on October 28<sup>th</sup>, 2022** to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.