



EMPLOYMENT OPPORTUNITIES

Town of Hay River

Job #18-01-09
Manager, Human Resources
Permanent/Fulltime - Excluded

Under the direction of the Director, Finance & Administration, the Manager, Human Resources is responsible for managing human resource activities of the Town of Hay River. This position will endeavor to ensure the Town hires, develops and retains qualified employees to deliver quality programs and services. This includes ensuring compliance with relevant legislation, bylaws, policies and procedures and the collective agreement. The incumbent will also develop and implement approved human resources policies and procedures; manage recruitment, orientation, performance evaluation and training and development activities. This position will also manage the pay and benefits process and contribution and grant funding accessed by the Town.

The required knowledge, skills and abilities required for this position would normally be attained through completion of a Bachelor's Degree in a related field and four (4) to five (5) years of directly related work experience in the human resources field. Supervisory experience would be considered an asset for this position. Equivalencies will be considered on a case by case basis.

The salary for this position is currently under review. An annual housing allowance of \$500.00 per month (\$6,000.00 per year) is also provided.

The successful candidate will be required to provide a satisfactory Vulnerable Sector Criminal Records Check prior to commencement of employment.

Closing Date: NOVEMBER 23, 2018 AT 5:00 P.M.

If you are interested in this applying on this position, please submit a detailed resume and cover letter to the Town of Hay River in person or via email. Please indicate the Job Number you are applying for in your cover letter and indicate your desired or available start date.

For a job description on this position, please look on our job opportunities page at:
www.hayriver.com

For additional information please contact:

Town of Hay River
Phone: 867-874-6522
Fax: 867-874-3237
Email: humanresources@hayriver.com



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Manager, Human Resources	
Position Number	Reports to
	Director of Finance & Administration

PURPOSE

The Manager, Human Resources is responsible for managing human resource activities to ensure that the Town hires, develops and retains qualified employees to deliver quality programs and services. The position will also manage the pay and benefits process and contribution and grant funding accessed by the Town. This position operates within applicable legislation, regulations, policies, procedure and guidelines.

SCOPE

The Manager, Human Resource reports to the Director of Finance and Administration and is accountable for managing the human resource activities of the Town. This includes ensuring compliance with relevant legislation and the collective agreement; developing and implementing human resources policies and procedures; and managing recruitment, orientation, performance evaluation and training and development activities.

As part of the management team, the position will be responsible for the administration of the grievance process as it relates to the collective agreement and will be part of the collective bargaining team. The position will oversee pay and benefits and advise supervisors on labour practices as they relate to the collective agreement. The Manager is also responsible for administering all contract activities on behalf of the Town.

Providing these services in an effective and efficient manner will ensure that the Town is in compliance with related legislation, the Collective Agreement and human resources policies and procedures; that the Town is able to attract, retain and develop qualified employees; that staff are paid in a timely and appropriate manner; and that vendors and suppliers are paid within established parameters and time limits.

The Town of Hay River augments the revenues from municipal taxes with contributions from other levels of government and organizations. It is imperative that these contributions are managed and reported to all stakeholders in a timely and accurate manner to maintain the on-going relationships with the funding sources and to ensure the Town is apprised of the status of the funding. The position will be responsible to ensure this reporting and tracking happens in a timely and accurate manner.

RESPONSIBILITIES

1. Manages human resources operations and activities and ensures compliance with human resources legislation, policies and the collective agreement by:
 - a. Ensures the biweekly, monthly and annual payroll are completed in a timely and accurate manner to ensure the prompt payment to our employees and
 - b. Ensures compliance with applicable Federal and Territorial legislation, Town by-laws and the collective agreement.
 - c. Implements, manages and evaluates human resources programs and services and recommends changes to improve effectiveness and efficiency.
 - d. Advises and assists department managers on the interpretation and administration of legislation, the collective agreement and human resource policies and procedures.
 - e. Monitors and responds to inquiries on legislative, collective agreement and policy issues.
 - f. Revises and implements human resources policies and procedures as required.

2. Manages the recruitment and orientation process to ensure the Town is able to attract and retain qualified staff:
 - a. Ensures job descriptions are accurate and up to date.
 - b. Prepares job advertisements, develops interview questions and employment tests, and facilitates the interview process.
 - c. Conducts reference checks on candidates and arranges for criminal record checks and vulnerable sector checks as required and communicates the results to supervisors.
 - d. Makes verbal offers of employment and prepares letters of offer.
 - e. Oversees the orientation of employees to the workplace including on processes and procedures and the Town ERP system.

3. Manages the compensation and leave management system to ensure employees are paid in a timely and accurate manner and receive appropriate leave and benefit entitlements.
 - a. Ensures employees are properly documented and creates and maintains employee files.
 - b. Ensures employee information, including salary and benefits, are correctly entered into the ERP system.
 - c. Monitors onboarding documents to ensure accuracy and adherence to business processes, federal and territorial government policies and financial regulations.
 - d. Ensures employee timesheets, leave and leave accruals are processed accurately and in a timely manner.
 - e. Manages the payroll function to ensure that employees are paid in an appropriate and timely manner.
 - f. Responsible for the year end payroll reporting requirements including preparation of T4 documentation.
 - g. Manages the benefits programs including life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence and the employee assistance program.
 - h. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

4. Manages the performance evaluation, employee training, career development, succession planning and performance development system:
 - a. Ensures annual performance evaluations are completed and maintained on the employee's file.
 - b. Collaborates with supervisors and managers to develop and implement professional development and training plans.
 - c. Implements mentoring, coaching and succession planning programs.
 - d. Conducts research on and arranges training activities.
 - e. Coordinates and evaluates employee training and development activities.
 - f. Tracks employee participation in training activities.
 - g. Ensures that employees have, and maintain, required certification including occupational health and safety certification such as First Aid, WHMIS, etc.

5. Manages employee relations function to ensure that employee issues are handled according to relevant legislation, the collective agreement and human resources policies and procedures:
 - a. Advises managers on employee relations matters including progressive discipline and terminations as required.
 - b. Provides managers with advice concerning other employee relations and grievance issues.
 - c. Represents the Town and management at personnel-related and/or grievance hearings and investigations.
 - d. Participates in collective bargaining including conducting research on bargaining issues and participating as a representative of the Town in collective bargaining sessions.
 - e. Prepares financial calculations as needed for the collective bargaining process.
 - f. Supports management in the timely response to grievances at the 1st and 2nd level.
 - g. Provides employees with assistance concerning work and personal issues to the extent possible.
 - h. Refers employees to appropriate agencies with the employee's consent.

6. Manages contribution funding functions to ensure the Town receives funding in a timely manner and that spending meets legislative and policy requirements and expected standards:
 - a. Manages record keeping for all funding correspondence and documentation.
 - b. Receives requests for funding from department managers.
 - c. Prepares funding reporting that meets with legislative and policy requirements.
 - d. Acts as the point of contact to ensure required data and information is exchanged and transmitted promptly and efficiently between the Town and contributing sources.
 - e. Assists with reviewing project proposals to ensure compliance with legislation and Town policy.
 - f. Prepares progress and other reports for Administration and Council.
 - g. In collaboration with the appropriate manager, evaluates project performance to determine agreement closure or the necessity for amendments or extensions of agreements.
 - h. Provides management reporting to advise line departments of historical contribution agreements and flag deadlines for annual submissions to optimize the Town's contribution application funding process.

7. Perform other related duties as required.

KEY PERFORMANCE MEASURES

- Compliance with relevant legislation, policies and the collective agreement – to ensure that human resources activities comply with identified standards.
- Effectiveness of human resources functions – ensure effective recruitment, orientation, performance evaluation and training and development programs are in place.
- Timely and accurate completion of compensation functions – ensure that employees are paid accurately and within time limits and that leave and benefits entitlements are accurately maintained.
- Effectiveness of employee relations activities – ensure that employee relations matters are effectively resolved and participate in collective bargaining processes
- Provision of a quality contracts management program – ensure that contracts meet legislative, policy and operational standards.

COMPETENCIES

Competencies are the attitudes, attributes, behaviors or other personal characteristics that are needed to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Knowledge of the *Cities, Towns and Villages Act; Employment Standards Act; Human Rights Act; and Safety Act* of Northwest Territories.
- Excellent understanding of human resources functions including recruitment, training and development, compensation, personnel administration and employee relations.
- Strong interpersonal and communication skills and the ability to work as a member of a team.
- Proven abilities in problem solving and conflict resolution.
- Excellent skills with Microsoft Word and Microsoft Excel.
- Ability to deal effectively in a multitasking environment.
- Supervisory experience is an asset.

QUALIFICATIONS

The Human Resources Manager would normally attain the required knowledge, skills and attitudes through completion of;

- Bachelor's degree in a related field with four to six years of related work experience in the human resources field.

WORKING CONDITIONS

Physical Demands

The Human Resources Manager will have to spend time sitting and using office equipment and computers, which can cause muscle strain. The Human Resources Manager may also have to do some light lifting from time to time.

Environmental Conditions

The Human Resources Manager may have to manage many projects at one time and may be interrupted frequently to meet the needs and requests of colleagues, residents, clients and contractors.

Sensory Demands

The incumbent must spend time in intense concentration and working on computers entering information which requires attention to detail and high levels of accuracy.

Mental Demands

There are many deadlines associated with this position which may cause stress. The incumbent must also deal with a wide variety of people on diverse issues and supervise staff on these diverse and at times complicated issues.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Human Resources Manager

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	