



MANAGER, HUMAN RESOURCES

(Exempt)

Competition #: 86-COV-23
Closing Date: May 25, 2023
Annual Salary: \$106,149.01 - \$124,880.52

Reporting to the Director, Human Resources, the incumbent provides comprehensive Human Resource services, support, leadership, guidance, and advice to Management and Exempt staff in the areas of Labour Relations and Employee Relations. The incumbent advocates for the development and maintenance of a positive, respectful work environment with all employee groups including the CUPE and IAFF unions. In addition, the incumbent is responsible for the management of the Talent Acquisition and Retention, Job Evaluation, and Employee Care functions and develops or recommends contemporary policies, processes, and programs that support the strategic direction of the Corporation.

Duties:

Labour Relations:

- Provides (leads, manages, and supports) consistent labour relations advice and/or collective agreement administration to four employee groups – CUPE, IAFF, Management/Exempt and Excluded staff
- Ensures consistent application of provisions throughout the organization in accordance with applicable legislation, best practice, and past practice within the Corporation
- Supports the collective bargaining process with CUPE and IAFF unions as required, provides HR subject matter expertise during bargaining, and manages the implementation of new collective agreements
- Negotiates and drafts Letters of Understanding and Memorandums of Agreement, as required
- Manages grievance procedures and addresses complaints that result from disputes between the Corporation and employees, acting on behalf of the Corporation
- Provides recommendations on strategy and settlement offers
- Consults (trains, coaches, mentors) with managers regarding performance management and leadership strategies including coaching and mentoring, provision of feedback, development of performance improvement plans, last chance agreements, and progressive discipline, up to and including termination of employment
- Represents the Corporation, in conjunction with legal counsel, at labour mediation and arbitration, as necessary

- Attends or conducts investigations, as required
- Coordinates implementation of the Corporation's Strike Plan
- Advises (leads, manages, supports) and counsels directors and managers on management of employee performance issues
- Ensures corporate risk management and liability exposures are addressed and monitored
- Provides strategic advice, counsel, and leadership to the directors and managers on HR related matters, referencing related legislation, collective agreement language, corporate policies, procedures, and best practices as necessary
- Remains current with collective bargaining trends and identifies and tracks items for future collective bargaining
- Standing HR member on both CUPE and IAFF Labour Management Committees

Employee Relations:

- Provides (leads, manages, supports) consistent advice on a variety of issues related to Talent Acquisition and Retention, Job Evaluation, and Employee Care
- Manages the CUPE Relief Pool including hiring, onboarding, coaching employees, coaching and advising Managers, and implementing employee exit as necessary Cultivates positive employee relations by providing consistent leadership, guidance, and advice to directors and managers that effectively addresses issues within the limits of compliance with employment, labour, and human rights legislation
- Researches and recommends standardized employment contract terms consistent with relevant legislation and corporate policy
- Remains current with socio/economic environment, particularly in relation to local labour market trending and demographics
- Coordinates and supports the development of corporate compensation strategies including CUPE and Management/Exempt job evaluation plans
- Participates in salary surveys to maintain relativity in the labour market. Researches and recommends corporate training initiatives and coordinates appropriate training in support of corporate direction and employee development
- Manages corporate HR records

Employee Care:

- Leads the Employee Care function including attendance management, non-occupational case management, and accommodation
- Establishes practice and process for the management of employee care including, but not limited to sick leave, maternity and parental leave, leave of absence, accommodation, stay at work plans, work hardening, and return to work plans. Provides guidance and advice to the Coordinator, Employee Care and the Manager, Occupational Health & Safety in relation to management and coordination of collection of medical information, Duty to Accommodate, Stay at Work/Return to Work and ongoing leave management
- Manages the operation of the CUPE and IAFF Sick Banks and Chairs both Committees

Team Management:

- Develops and supports a strong team through the use of coaching, mentoring, and support of individual and team professional development needs
- Ensures that departmental activities are consistent with the direction as set by the Director, Human Resources
- Responsible for recruitment, assessment, development and performance management of HR staff and makes recommendations to the Director, Human Resources, regarding final onboarding and offboarding
- Ensures compliance with Work Safe BC legislation and Corporate Occupational Health and Safety policies and procedures

The above statements are a general description of the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. There may be a requirement to perform other duties, as required

All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties

Required Education and Experience:

- Graduation from a degree program related to Human Resources Management or Industrial Relations
- Minimum 8 years progressively responsible HR generalist experience, including a minimum 4 years' experience with labour relations, preferably within a unionized environment
- Experience researching, understanding, and implementing modern and progressive Human Resources and Labour Relations practices
- Demonstrated supervisory experience
- Valid BC Drivers' License Class 5
- An equivalent combination of education and experience may be considered

Required Knowledge, Skills and Abilities:

- Demonstrated application and sound understanding of human resources and labour relations regulations, policies and procedures as they relate to a unionized environment including Human Rights, Harassment and Bullying, Employment Standards, Labour Relations, Work Safe BC
- Knowledge of local government functions and responsibilities
- Strong interpersonal and communication skills with a commitment to team
- Demonstrated strategic leadership abilities
- Ability to exercise diplomacy while dealing with a variety of issues both internal and external to the organization
- Excellent interviewing, investigative, analytical, and problem solving abilities
- Demonstrated ability in the area of conflict resolution
- Demonstrated negotiating and mediating skills

- Ability to work effectively under pressure and with changing priorities and deadlines and to readily adapt to change
- Ability to empower others
- Ability to work with a variety of computer applications including MS Office, HRIS or other database programs

Preferred Education and Experience:

- Chartered Professional in Human Resources (CPHR)
- Experience in a municipal environment

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!