



TOWNSHIP OF CHAMPLAIN

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: None

Position Summary

Under the supervision of the Chief Administrative Officer, the incumbent of this position is responsible for the development and implementation of Corporate Human Resources functions for the Municipality, providing proactive leadership and confidential assistance and advice in a timely manner regarding current and future Human Resources issues.

Responsibilities

1. Develop, evaluate, monitor, implement, and update Human Resources policies and procedures, in compliance with all Federal and Provincial employment standards and regulations, collective agreements, and arbitral jurisprudence.
2. Manage the recruitment and selection of staff, and provide assistance to the CAO, and Directors when required.
3. Provide timely, accurate advice and recommendations to Management, Council, and its committees where appropriate, making them aware of legal obligations and future ramifications and respond to the decisions and directions generated by same.
4. Deliver coaching assistance, guidance, and support relevant to organizational development, the needs of all departments, and the improvement of efficiency and effectiveness.
5. Manage performance management policies, providing advice and assistance with performance issues, assist with disciplinary matters and assist in the development of training plans for employees.
6. Create and maintain a staff development and training plan which addresses succession planning and the improvement of deficiency and effectiveness; coordinate or lead training sessions as required.
7. Revise, direct/guide and maintain the Municipality's job evaluation and pay equity procedures and policies; manage the compensation and benefit plan, including recommendation and negotiation of plan alterations.
8. Coordinate employee matters, such as vacation, OMERS Pension Plan, Short Term Disability, Long Term Disability and Absence Management, including return to work policies, modified work accommodations and other policies as required.



TOWNSHIP OF CHAMPLAIN

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

9. Administer the Employment Contract/Agreements and new hire paperwork for new and transferring employees, initiate and circulate employee communications.
10. Administer the WSIB portfolio including injury intervention, prevention initiatives, accommodations and return to work policies.
11. Support the Joint Health and Safety Committee by attending health and safety meetings and assisting with the development and implementation of safe work policies and procedures.
12. Monitor all matters respecting Workplace Safety and Insurance Act, Employments Insurance, Human Rights, Employment Standards, and related labour legislation.
13. Act as Chief Negotiator and/or resource person in all negotiations of Volunteer Firefighters for the Municipality; provide advice regarding the administration of the collective agreement; participate in grievances as detailed in the Collective Agreements; assist with conflict resolution and mediation as required.
14. Provide advice and assistance in the investigation of issues such as: absenteeism, Workplace Harassment and Discrimination, the Human Rights Code, and Workplace Health and Safety.
15. Foster a positive employee relations environment and maintain a positive working relationship with Council, Municipal Staff, consultants, and the general public.
16. Prepare the annual estimates of expenditures for the operating of the human resources department for the budget process and manage expenditures within approved budgets.
17. Responsible for the control and maintenance of personnel files and records.
18. Ensure efficient and effective conventional and electronic record-keeping systems are in place for the department, and all required data, documents, reports, and correspondence are maintained in accordance with legislation and municipal policy.
19. Attend Council and Committee meetings and prepare reports as required.
20. Lead the Job Evaluation Committee meetings.
21. Other duties as assigned.

Required Education, Experience and Skills

- University degree in Human Resource Management or related field from a recognized educational institution, or an equivalent combination of education and experience.
- Certified Human Resources Professional (CHRP) designation would be an asset.
- Considerable experience (5 – 7 years) with human resources work with sound managerial experience preferably in a municipal environment.
- Must be fully bilingual (verbal and written) in both English and French.
- Extensive knowledge of pro-active HR philosophies, practices and processes of change management, recruitment and retention, job evaluation, compensation and



TOWNSHIP OF CHAMPLAIN

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

benefits, employee and labour relations, training and development, performance management, and health, safety and wellness.

- Thorough knowledge of labour law, employment standards, human rights and other related legislation are required to ensure compliant policies and practices.
- Ability to develop and present Human Resources strategies and solutions to internal stakeholders, while commanding their attention and respect.
- Ability to work effectively under pressure, with changing priorities, deadlines, and to readily adapt to change.
- Ability to exercise exceptional judgment in dealing with confidential and sensitive information.
- Strong verbal communication skills including courtesy, tact, discretion, explanation, judgment, negotiation, and presentation skills.
- Strong written communication skills including grammar/spelling skills for proofreading, editing, and writing of reports/correspondence.
- Demonstrated interpersonal skills.
- Demonstrated problem-solving and decision-making skills.
- Ability to effectively lead, foster, and encourage a positive team environment.
- Strong computer skills and knowledge of MS Office.

Working Conditions

- Tools and equipment used: personal computer, including Word, Excel, Google mail, Escribe, VADIM, HR Download, phone, and copy machine.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Normal hours of work are based on 37.5 hours a week, Monday to Friday.
- Occasional after-hours meetings and monthly Council meetings.
- Work is performed primarily in an office setting at the Municipal Town Hall. The noise level in the work environment is usually moderately quiet.