

POSITION TITLE:	Senior Manager of Human Resources	POS. NO:	126
DEPARTMENT & DIVISION:	Human Resources and Community Relations	EFFECTIVE DATE:	July 18, 2025
REVIEWED OR AMENDED DATE:	July 18, 2025	APPROVED BY:	Chief Administrative Officer

<b>POSITION FUNCTION</b>
<p>The Senior Manager of Human Resources is a member of the Township’s senior leadership team and is responsible for the overall design, delivery and evolution of the key human resources functions within the organization. This role oversees and integrates core functions including labour relations, recruitment and selection, training and development, occupational health and safety and employee wellness, compensation practices, and policy development. The Senior Manager plays a critical role in fostering a high-performance, inclusive culture where employees are engaged and aligned with organizational values and objectives.</p> <p>As the subject matter expert, this position provides consultative support and direction to managers and staff throughout the organization on all areas of human resources and is responsible for leading labour relations activities including collective bargaining.</p>
<b>KEY DUTIES</b>
<ul style="list-style-type: none"> <li>• Develops and implements a Human Resources Plan with a framework of policies, procedures and processes ensuring alignment to relevant legislation as well as the Township’s Strategic Plan and HR budget.</li> <li>• Responsible for the communication and consistent application of human resources policies, related employment legislation and collective agreements.</li> <li>• Collaborates and leads management on a variety of employee relations matters such as interpreting and administering collective agreement provisions, conducting investigatory meetings, performance management, dealing with Human Rights complaints and grievance management including preparation and participating in arbitration hearings.</li> <li>• Fosters a positive labour relations environment by liaising with union representatives and management in order to enhance working relationships and resolve disputes and leads collective bargaining for the employer.</li> </ul>

- Ensures consistent application of HR policies, procedures and collective agreements when consulting with managers and staff on issues related to salary administration, job evaluation and employee benefits/compensation and leads the job evaluation process for both unionized and exempt employees.
- Support and implement employee learning and development initiatives, including training programs, leadership development and succession planning.
- Leads the Manager of Occupational Health and Safety and promotes a safe, healthy and compliant work environment by aligning policies, practices and training with legislative requirements and organizational values.

### KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Model the Township’s core values in all program activities.
- Extensive knowledge of, and ability to apply the principles of human resources management on a variety of sensitive and complex situations.
- Thorough understanding of and ability to interpret applicable collective agreements and/or various rights-related legislation. Excellent understanding of labour jurisprudence is necessary with experience leading collective bargaining.
- Proven leadership, management and organizational skills with the ability to foster positive relationships with stakeholders including union executives.
- Adaptable and strategic thinking with the capacity to lead change
- Strong communication skills that serves to clarify intent, achieve goals, and detail the complexities of any given situation.
- Ability to influence others, resolve conflict, and to play a leadership role in change initiatives by exercising tact, diplomacy, and respect for others.
- Ability to develop and deliver training or information sessions as required.

### QUALIFICATIONS

#### **Formal education, training, and occupational/professional certification:**

- Post secondary education in human resources management, public administration, business administration, or equivalent. CPHR designation preferred.

#### **Experience:**

- Minimum of 7 years of progressive senior human resources leadership experience in a unionized setting, preferably in local government.

### OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

Required to work occasional irregular hours.

May be requested to substitute in a more senior position.