



JOB DESCRIPTION

JOB TITLE: DIRECTOR – HUMAN RESOURCES/CHIEF HUMAN RESOURCES OFFICER

REFERENCE NO: 34010

DIVISION: CORPORATE SERVICES

DEPARTMENT: HUMAN RESOURCES

APPROVAL DATES: BY: *Dennis Egert* DATE: Nov 14, 2022
Dennis Egert (Nov 14, 2022 16:55 MST)
MANAGING DIRECTOR - CORPORATE SERVICES

BY: *Stan Schwartzberger* DATE: Nov 9, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a senior leadership position. The successful candidate will display caring and compassion for others and live the organization's values. They will provide leadership and expertise and will be responsible for setting and achieving strategic outcomes related to people, culture, and the organization. This includes a focus on employee engagement.

The role demands a passionate approach to people. Working with the guidance of the Managing Director and City Manager, this position regularly engages with and contributes to the Executive Team and other leaders relative to organization-wide HR strategy and operational matters.

ORGANIZATIONAL RELATIONSHIPS:

- Reports functionally to the Managing Director of Corporate Services and strategically through a dotted line to the City Manager.
- Will be a primary support to the Executive Team and will attend and provide guidance at all Executive Meetings.
- Provides leadership to the HR management team and indirectly to all HR staff.
- Maintains excellent working relationships and is a thought partner with Executive and Senior Leadership Teams, management, and staff throughout the organization.
- Fosters, develops, and maintains relationships with various contracted service providers and peers in other organizations.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Responsible for developing the overall comprehensive strategic HR management plan and direction for the organization including talent acquisition, attraction, and retention strategies, advancing of organizational training and development initiatives, employee engagement, recognition, and compensation.
- Provides leadership and administration for the day-to-day employee services functions of the HR department. Responsible for leading the development and execution of health & wellness and safety strategy for the organization ensuring compliance with applicable legislation, policies, and standards, assessing and mitigating risks.
- In this role, have genuine concern for developing others. This further expands to providing coaching, acting as a mentor, and giving feedback in a helpful way applied at all levels of the organization and exemplify a culture where the organization's values are lived and demonstrated positively.
- Contributes to, and/or facilitates with, the Executive Team's strategy and/or development sessions.
- Regularly engages with the Executive Team regarding HR related matters while ensuring services are provided in a compassionate, safe, compliant, effective, and fiscally responsible manner.
- Responsible for ensuring that HR analytics and KPI's are established, organizationally relevant and provide valued context to the current and future needs of the organization's strategies.

- A forward-thinker who is planning workplaces, identifying potential threats and opportunities for change management.
- Fosters an organizational culture that boosts morale and encourages employee engagement, organizational values.
- Responsible for long term succession planning and implementation to support the organization's strategies to ensure effective teambuilding, workforce development, leadership development and growth strategies.
- Responsible for ensuring departmental activities comply with applicable regulations, legislation and corporate policies and procedures.
- Responsible for developing and sustaining an effective team and developing positive work relations and skill sets within HR and in the organization.
- Develops, manages, and reports on the department's business and strategic plans and budgets in a manner consistent with corporate fiscal responsibilities.
- Provides direct services and advice as required on various confidential / sensitive matters (e.g., executive recruitments and compensation, non-union staff terminations, harassment complaints, etc.).
- Ensures principle-based HR policies and related procedures are developed, implemented, and sustained in support of governing legislation, sound HR practices, strong internal controls and organizational objectives and Values.
- Responsible for ensuring there is a proactive and shared customer focus in addressing issues, inquiries and communicating effectively with all stakeholders.
- Acts as the Human Resources representative with the City's overall emergency management structure ensuring departmental plans and response capabilities are maintained.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- Integrity, courage, and commitment to do what is right for the organization.
- Proven ability to understand and interpret trends in a complex human resources environment through a values lens.
- Thorough working knowledge of the human resources principles, practices, procedures, employment strategies, organizational development, labour legislation, HR operations, Occupational Health Wellness and Safety Regulations and policies.
- Proven professional ethics and ability to work with confidential information and use sound judgement in its safekeeping and disclosure.
- Adept at synthesizing broad, complex concepts, ideas, analytics and strategies into practical policies, programs and services others can implement and maintain.
- Proven ability to think strategically, recognize gaps/opportunities, and be comfortable in moving across organizational lines to initiate action.
- Proven leadership and experience in organizational development and organization design.
- Strong business acumen and demonstrated strategic business planning skills.
- Proven ability to lead, support and engage a team in developing commitment to goals and ensuring accountability to established objectives.
- Demonstrated strong leadership capabilities: models and promotes a cooperative teamwork environment; and inspires, supports, participates, leads department staff to support positive organizational outcomes.
- Excellent proven communication skills (including facilitation and presentation) to express ideas engage various stakeholders and influence action.
- Proven ability to exercise independent judgement and decision making in a work environment requiring teamwork and organizational sensitivity.
- Leads, promotes, and actively participates in programs and systems supporting health, wellness and safety of employees and the public.
- Thorough knowledge of municipal budgeting principles and practices.
- Advanced knowledge and ability to utilize Microsoft and other standard and specific business software as tools for communication, analysis, and documentation.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in Commerce/Business Administration or a related

field preferably with a major in Human Resources Management) from a recognized post-secondary institution.

- Ten (10) years of directly related professional experience providing various HR services, managing HR functions, and leading staff including five (5) years in a senior management capacity in a complex organization (public or private sector).
- CPHR (Chartered Professional in Human Resources) Designation will be considered an asset.
- A management approved combination of equivalent education and experience may be considered.

November 8, 2022