

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time position of **Human Resources Manager**.

Summary: Reporting to the Treasurer, the Human Resources Manager is responsible for the development and administration of human resource policies, procedures and programs including recruitment, monitoring, and ensuring compliance with employment regulations, employee relations training and development, organizational development and employee safety and well-being.

Qualification/Experience:

1. University Degree in Human Resource Management or a related discipline.
2. Certified Human Resource Professional (CHRP) designation.
3. A minimum of five (5) years' progressive experience in Human Resources.
4. Detailed knowledge of labour relations, Health and Safety, compensation, benefits practices, and Human Resources legislation (e.g. ESA, OHSA, WSIA, AODA, Ontario Human Rights Code, Pay Equity Act, PIPEDA, etc.) required.
5. Excellent computer skills including knowledge of Microsoft Office software and other Human Resource software applicable to this role including having a strong sense of uses/opportunities for technology. Advanced Excel and experience using Diamond/Great Plains financial software would be considered an asset.
6. A Criminal Reference Check (valid to 6 months of employment).

The 2024 pay grid for the position is \$47.42 - \$60.42 based on a 36.25-hour work week. In addition, a comprehensive benefit package with 100% employer-paid premiums for health, dental, life, short/long term disability is provided plus a pension plan with matching employer contribution.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Wednesday, August 14, 2024, quoting "Human Resources Manager" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Administration
DIVISION:	Treasury
JOB TITLE:	Human Resources Manager
EMPLOYEE GROUP:	Non-Union
PAY GRID:	11
SUPERVISOR:	Treasurer
REVISION DATE:	January 8, 2024

POSITION SUMMARY:

Reporting to the Treasurer, the Human Resources Manager is responsible for the development and administration of human resource policies, procedures and programs including recruitment, monitoring, and ensuring compliance with employment regulations, employee relations training and development, organizational development and employee safety and well-being.

DUTIES AND RESPONSIBILITIES:

1. Prepares and posts advertisements for recruitment including for Municipal seasonal recruitment by confirming requirements with the applicable departmental individual. Receives and reviews resumes and assists with candidate selections for interviews. Assists with the interview and selection process including coordinating interview times and locations with candidates and developing interview questions. Completes the follow up recruitment process including offer packages, contract negotiations and any related correspondence.
2. Monitors and reviews employment contracts and advises management of pending expiry dates for action. Completes required follow up of same.
3. Maintains and updates job requirements and job descriptions for all positions when required.
4. Maintains a database of employee performance review timelines and records of completion. Assists Managers with the development and delivery of performance reviews, if required. Assists Manager with any follow up or required actions resulting from the performance review process.
5. Assists Management with any required employee progressive discipline, termination, or layoff, as required.
6. Develops, communicates, and monitors any required employee accommodation plans.

7. Assists with conducting and analyzing exit interviews and makes actionable recommendations to Management based on the feedback received.
8. Develops and keeps current employment related policies and procedures in compliance with the *Employment Standards Act* and any other applicable legislation including Health and Safety. Reviews existing policies for compliance with legislation and standard employment practices and recommends improvements to Management. Ensures employees are trained and compliant with any relevant policies and procedures.
9. Communicates with external Agencies, Consultants and other professionals as required.
10. Keeps up to date with the latest trends and legislative changes and brings forward any required or suggested changes to Senior Management or Council for consideration.
11. Provides administrative support and coordination for all benefits forming part of the Town's benefit package including disability/benefits claims including STD, LTD and WSIB claims, advising of salary changes, etc.
12. Plans and completes onboarding for new hires including submitting documents for setup for payroll and all benefits and performs orientation of all relevant municipal policies and procedures.
13. Identifies seminars, workshops and conference based on Departmental training needs.
14. Coordinates employee surveys and gives actionable insights to Management to improve employees' experiences.
15. Reinforces the Municipality's policies, rules, and procedures.
16. Managers a database of employee training requirements, inspections, accidents, injuries, investigations, and records of completion and notifies managers when updates are required for any training. Ensures health and safety data is "audit" ready by provincial inspectors, if required.
17. Recommends and develops employee relations practices to foster a positive employee-employer relationship.
18. Assists and supports Management and all employees with human resource issues as they arise including assisting with problem solving, interpreting legislation, etc.
19. Periodically reviews the Municipality's organizational structure and reporting relationships and makes recommendations to Management of any recommended changes.
20. Completes salary and benefit budgets annually and maintains a five-year staffing plan with input from Senior Management.
21. Advises Management when market salary, pay equity and internal equity reviews are required and assists with the completion of such reviews.

22. Responsible for providing leadership in developing, communicating, and implementing a robust Health & Safety program for the Town, including policy development, training oversight, and coordinating Joint H&S meetings including agenda and minute preparation.
23. Conducts and facilitates all investigations into incidents and accidents and any applicable follow up including reporting any accidents to applicable authorities if a critical incident occurs.
24. Works in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, organizational and departmental policies/procedures/practices, operational guidelines, and safe work practices.
25. Manages the Town's benefits program, works with the provider to address any employee concerns and as required, issues RFPs to conduct a market review of benefit providers. If benefit providers are changed, works with the new provider to onboard employees into the new system.

The above generally describes the duties of the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Treasurer.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. University Degree in Human Resource Management or a related discipline
2. Certified Human Resource Professional (CHRP)

EXPERIENCE:

A minimum of five (5) years' progressive experience in Human Resources.

SKILLS AND COMPETENCIES:

1. Detailed knowledge of labour relations, Health and Safety, compensation, benefits practices, and Human Resources legislation (e.g. ESA, OHSA, WSIA, AODA, Ontario Human Rights Code, Pay Equity Act, PIPEDA, etc.) required.
2. Ability to analyze and make timely decisions taking into account facts, goals, constraints, and risks of a situation.
3. Excellent computer skills including knowledge of Microsoft Office software and other Human Resource software applicable to this role including having a strong sense of uses/opportunities for technology. Advanced Excel and experience using Diamond/Great Plains financial software would be considered an asset.

4. Strong organizational and interpersonal relations skills
5. Discretion and good judgement when handling confidential/sensitive material and information.
6. Demonstrated excellent organizational skills and time management skills with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines.
7. Demonstrated commitment to personal and professional development.
8. Excellent verbal (courtesy, tact, discretion, explanation, judgement, and presentation skills) and written communication skills including grammar/spelling skills for writing correspondence/reports.

WORKING CONDITIONS:

This position will be scheduled to work 36.25 regular hours in an office environment. However, on occasion, some after hour work may be required to attend meetings or complete special requests or projects. As these scenarios present themselves, the employee will be permitted to bank time as approved by the Treasurer. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; moderate visual demands involve reading; exposure to background noise.

SENSORY DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy, often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with Staff. The position requires the frequent use of a computer, photocopiers, postage machine printers and other like office equipment.

MENTAL DEMANDS:

The position is required to make decisions to ensure compliance with legislation. The position may be required to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organizational and time-sensitive skills will be needed to complete some tasks. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Government ministries and agencies, professional consultants, suppliers of services and equipment, Agency Partners