



**Human Resources Manager  
Permanent Full-Time  
Job Posting #: 2024-22  
Closing Date: May 17, 2024**

The City of Owen Sound is seeking a dedicated leader for the Human Resources Manager role. The HR Manager will oversee the strategic development of Human Resource functions including but not limited to HR Policy Development, HR Planning, Labour Relations, Compensation, Organizational Development, Recruitment, Succession and Workforce Planning. This position will also oversee the implementation of the City's Diversity Equity & Inclusion plan and HR Strategic Plan. They will foster strong and mutually beneficial relationships with people and organizations working on reconciliation, anti-racism, accessibility and equity. This position assumes carriage and responsibility of corporate wide initiatives and projects related to Human Resources, as assigned from time to time.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties, characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are in the City's historic downtown core. Urban convenience is reconciled with a balanced lifestyle in this welcoming, vibrant, and growing community. Enjoy visits to galleries, theatres, museums, festivals, the library, local shopping, and dining right outside the doors of City Hall.

The successful candidate will have a university degree in Labour Relations, Human Resources, Law, Business Administration or a related discipline or a combination of education and experience acceptable to the employer. A Certified Human Resources Leadership, Certified Human Resources Professional or Certified Human Resources Executive certification is required or five (5) to ten (10) years of work experience, preferably in a municipal or public sector environment. A minimum of five (5) years of broad and progressively more senior human resources experience is required.

### **Additional Skills/Competencies/Requirements:**

- Ability to manage workload with a great deal of autonomy while still collaborating, sharing expertise and drawing on the expertise of colleagues and partners
- Demonstrated ability to determine level of urgency, risk, and find opportunity for improvement
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Must be able to function both independently and as an active member of a team • Ability to support and contribute to a culture of safety and prevention of adverse health events
- Extensive knowledge of pro-active human resources philosophies, practices and processes of change management.
- Knowledge and experience in pay equity, job evaluation, compensation policy, employee and labour relations including negotiations, training and development, and performance management
- Thorough knowledge of labour law, employment standards, human rights and other related legislation are required to ensure compliant policies and practices
- Strong computer skills and knowledge including MS Office Suite, Microsoft SharePoint, and HRIS systems, and practical experience in accessible documents.
- Project management skills
- Ability to develop and present Human Resources strategies and solutions to internal stakeholders
- Exceptional organizational and time management skills; coupled with the ability to manage multiple priorities to successfully achieve deadlines.
- Ability to interact professionally and effectively with all levels of staff, exercising sound judgment, tact and diplomacy.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- A valid G driver's license and access to a vehicle or access to reliable transportation for City business are required.
- A criminal record check is required of the successful candidate.

The wage rate for this position is \$99,248-\$121,035. The full job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by May 17, 2024 at 4:30pm to:

Human Resources Manager  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.

---

**Department:** Corporate Services

**Division:** Human Resources

**Job Title:** Human Resources Manager

**Status:** Full-Time

**Union:** Non-Union

**Direct Supervisor:** Director of Corporate Services

**Revision Date:** May 2024

---

### **Position Summary and Scope:**

The HR Manager will oversee the strategic development of Human Resource functions including but not limited to HR Policy Development, HR Planning, Labour Relations, Compensation, Organizational Development, Recruitment, Succession and Workforce Planning. This position will also oversee the implementation of the City's Diversity Equity & Inclusion plan and HR Strategic Plan. They will foster strong and mutually beneficial relationships with people and organizations working on reconciliation, anti-racism, accessibility and equity. This position assumes carriage and responsibility of corporate wide initiatives and projects related to Human Resources, as assigned from time to time.

### **Core Competencies:**

1. Diversity and Inclusiveness - Ability to interact effectively with diverse individuals, groups and communities and to incorporate inclusive and equitable actions, attitudes, and knowledge in behaviours, practices, and policies

Builds equity into plans to embrace inclusion and diversity. Communicates the importance of delivering services that address equity, and meet the unique needs of diverse groups.

2. Accountability and Ethics - Ability to take responsibility for the quality and timeliness of work, and the achievement of work goals and objectives while demonstrating support for the City's values, ethics, regulatory requirements, and professional code of conduct.

Promotes and aligns others to the City's ethics, values, and culture. Provides guidance to others to ensure they understand the implications of behaviours, and how to act in an appropriate manner.

3. Collaboration - Ability to build and maintain effective and constructive working relationships, partnerships, and networks with others

Actively seeks opportunities for collaboration and builds networks.

4. Communication - Ability to communicate and interchange information, ideas, and opinions clearly, effectively, and appropriately both internally and externally.

Adapts communication based on audience and context to ensure clear and appropriate communication.

5. Critical Thinking and Problem Solving - Ability to use systematic reasoning process to break down and work through a situation / problem to arrive at an appropriate outcome / solution.

Analyzes complex linkages and makes decisions by interpreting broad guidelines, protocols, policies, and regulations.

6. Developing Others - Ability to encourage the learning and development of others, including staff, volunteers and students, with the goal of building and improving skills and abilities, and empowering them to reach higher goals and objectives, and their full potential.

Coaches others and promotes on-going learning and development.

7. Role Specific Knowledge and Application Possess and have the ability to apply the theoretical and practical knowledge specifically required by the technical, front-line, professional, administrative, or leadership role.

Demonstrate and independently advance level of role knowledge to the full scope of knowledge in new or complex situations.

8. Teamwork - Ability to work co-operatively and collaboratively with others.

Fosters and encourages teamwork

## **Duties and Accountabilities:**

- Oversee the development and implementation of human resources strategies, programs, policies and practices that help build a sustainable organization including:
  - Performance Management
  - Succession Planning
  - Continuous learning, development and improvement
  - Diversity, Equity and Inclusion Plan which includes strategies, measurable actions, and activities
  - Employee Engagement Action Plans, including Employee Recognition
  - Workforce Planning and Development
  - Corporate Onboarding Program
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale, motivation and engagement.
- Provide leadership in support of corporate strategic priorities Supports the City Manager and Directors to ensure the City's organizational design meets the needs of the Municipality.
- Development and on-going administration of the corporate compensation program and policy for City staff including compensation administration policy development, market surveys of salaries/employee benefits, job evaluation and Pay Equity compliance, performance management, salary progression, and employee benefits.
- Responsible for the maintenance of all appropriate files and records pertaining to the personnel function, including personnel files, employee status records, attendance records, statistics etc.

- Advises management on the interpretation, application and administration of collective agreements and on the handling of union grievances with respect to the departments assigned.
- Manages contract negotiations, interest and rights arbitration with respect to the departments assigned.
- Ensures that all personnel related reports, returns and statistics required by federal and provincial agencies are complete, accurate and filed on time.
- Conducts Workplace Harassment Investigations and determine and organize referral to third party Investigators, if applicable.
- Advises management on appropriate disciplinary measures when required.
- Oversees annual budgets and annual reports for the Human Resource Function in coordination with the HR Manager.
- Develop and maintain a contact network with professional in the field and counterparts in other municipalities to remain current, and informed of potential shared services and programs
- Handle highly sensitive and confidential information on corporate-wide initiatives.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary departmental or corporate objectives.
- Oversees HR Functions and Health and Safety across the organization, including WSIB, disability management and return to work arrangements.
- Advises the City Manager, Directors and supervisory staff on all matters relating to employment standards, labour relations, human rights and occupational health and safety.
- Manager and coordinate exit interviews with departing employees, including annual reporting to the Senior Management Team and development of action items to meet corporate objectives.
- Supervise HR Specialist, Recruitment, Retention and Compensation
- Supervise Payroll Administrator
- Supervise HR Specialist, Safety, Equity and Wellbeing
- Participates in the City's Emergency Management program as the HR Representative

### **Employee Health & Safety Responsibilities:**

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28

### **Educational Requirements:**

- University Degree in Human Resources, Business Administration, related program, or suitable equivalent.

### **Details – Speciality, major, etc.:**

Certified Human Resources Professional designation or Certified Human Resources Leader designation, or Certified Human Resources Executive designation are required or Five (5) to Ten (10) years of experience, preferably in a municipal or public sector environment.

## **Skills and Competencies at the Working Level:**

- Ability to manage workload with a great deal of autonomy while still collaborating, sharing expertise and drawing on the expertise of colleagues and partners
- Demonstrated ability to determine level of urgency, risk, and find opportunity for improvement
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Must be able to function both independently and as an active member of a team • Ability to support and contribute to a culture of safety and prevention of adverse health events
- Extensive knowledge of pro-active human resources philosophies, practices and processes of change management.
- Knowledge and experience in pay equity, job evaluation, compensation policy, employee and labour relations including negotiations, training and development, and performance management
- Thorough knowledge of labour law, employment standards, human rights and other related legislation are required to ensure compliant policies and practices
- Strong computer skills and knowledge including MS Office Suite, Microsoft SharePoint, and HRIS systems, and practical experience in accessible documents.
- Project management skills
- Ability to develop and present Human Resources strategies and solutions to internal stakeholders
- Exceptional organizational and time management skills; coupled with the ability to manage multiple priorities to successfully achieve deadlines.
- Ability to interact professionally and effectively with all levels of staff, exercising sound judgment, tact and diplomacy.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- Possess and maintain a valid Ontario Class "G" Driver's License, and access to a vehicle required

## **Experience at the Working Level:**

### **Previous Work Related Experience (# of years or months):**

Five(5) to Ten(10) years' of progressively more responsible related experience, preferably in a municipal or public sector environment.

### **Positional on-the-job training required (# of weeks or months):**

1 year experience at City of Owen Sound to gain understanding of corporate culture, local practices and annual processes

## **Supervisor/Management:**

**Character of Supervision:** (Type of supervision)

N/A

**Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 5 – 7 hours per day

Walking: up to 1 hour per day

Standing: up to 1 hour per day

Sitting: 5 – 7 hours per day

Lifting: up to 40 pounds

Ladder Climbing: occasional

Exposure: [Click here to enter text.](#)

Other: [Click here to enter text.](#)

### **Working Conditions:**

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments: Overtime required and attendance at Council and Committee meetings is required

### **Consequence of Errors:**

Errors could result in financial loss for the Corporation, loss to credibility of the organization and the Office of the City Manager would be compromised.

Breach of Confidential or sensitive information could lead to legal action and costs to the organization.