

**Job Description
District of Oak Bay
Manager of Human Resources**

Position Title:	Manager of Human Resources
Reports To:	Chief Administrative Officer
Position Description Date:	August 7, 2015
Union Affiliations	CUPE IAFF Oak Bay Police Association

Nature and Scope of Work:

Reporting to the Chief Administrative Officer, the Manager of Human Resources is responsible for the development, implementation and management of the District's human resources function. A key advisor to the Senior Management Team this exempt position provides consultative support and direction to managers and staff throughout the organization on a wide range of human resources functions such as employee and labour relations, recruitment and selection, total compensation practices, training and development, conflict resolution and policy development.

The role of the incumbent and associated responsibilities are to lead the human resources function in support of the District's Strategic Plan while fostering a work environment where employees are engaged and aligned with organizational objectives.

Key Accountabilities:

- Develops and implements the human resources strategy with a framework of policies, procedures and processes ensuring alignment to relevant legislation as well as the District's Strategic Plan and associated HR budgets.
- Responsible for the communication and consistent application of human resources policies, related employment legislation and collective agreements.
- Collaborates and guides management on a variety of employee relations matters such as interpreting and administering collective agreement provisions, conducting investigatory meetings, applying progressive discipline, managing employee performance and grievance management.
- Fosters a positive labour relations environment by liaising with union representatives and management in order to resolve disputes and enhance working relationships. Responsible for the Labour/Management Committee meetings; identifies and initiates opportunities for proactive and cooperative change initiatives.
- Participates in the labour contract negotiations (CUPE, IAFF and Oak Bay Police Association) in conjunction with the Greater Victoria Labour Relations Association. This includes research, bargaining preparation and providing statistics, information and knowledge of District practices as well as speaking (as required) to specific Local issues;
- Collaborates with managers to identify staffing needs and acts as a resource during the recruitment and selection process.
- Performs a lead role in the management of the District's Safety Program by overseeing the development and implementation of the Occupational Health and Safety Program's Annual Work Plan initiatives; identifying and coordinating training opportunities and liaising with Worksafe BC and BCMSA representatives. Ensures safe work practices throughout the District and ongoing commitment to the District's Safety Program.
- Leads performance management initiatives that develop, inspire and motivate staff to achieve maximum performance.

- Performs in a key advisory capacity providing an advanced level of strategic subject matter expertise; conducts research into applicable policies and legislation staying current on industry best practices, changing legislation and emerging human resources trends and standards.
- Participates in organizational change initiatives (technological and operational) providing HR expertise to identify employee impact and collective agreement and/ or legislative requirements.
- Leads the job evaluation process for both unionized and exempt positions; liaises with union representatives and management providing training as required.
- Works closely with managers to identify needs and objectives in order to develop and deliver training or information sessions on a wide range of human resources topics;
- Seeks legal advice on labour relations matters as required. This includes directing and managing costs for any legal counsel hired to represent the District.
- Responsible for the management of all records generated in the human resources function, including adherence to Freedom of Information and Protection of Privacy Act (FOIPPA).
- Leads and/ or participates on various corporate or HR committees.

Qualifications and Experience:

- Post-graduate degree in Human Resource Management. A CHRP designation is preferred;
- Minimum of five years progressively more responsible experience, preferably in a local government setting with extensive experience in labour relations including collective agreement administration, grievance handling, and collective bargaining;
- Current and valid Class 5 B.C. Driver's License.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of and ability to apply the principles of human resources management to a variety of sensitive and complex situations;
- Extensive knowledge and understanding of collective agreements and applicable employment legislation with the ability to interpret language and apply to a variety of circumstances;
- Demonstrated ability to build and maintain effective working relationships with staff at all levels of the organization; ability to foster positive relationships with external stakeholders;
- Ability to excel in a leadership role providing training, guidance, direction and advice to facilitate management in their performance reviews and corrective discipline to both exempt and unionized staff;
- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent to a variety of audiences and explain the related complexities;
- Ability to use negotiation skills to influence others, resolve conflict and demonstrate leadership in change initiatives by exercising tact, diplomacy and respect for others;
- Demonstrated ability to work well as part of a team bringing energy and passion while maintaining a high level of discretion and confidentiality;
- Proven track record working independently to produce high quality results, displaying initiative when problem solving and planning work tasks;
- Strong organizational and prioritization skills with the ability to multi task in a fast paced and change orientated environment;
- General knowledge of local government legislation and practices;
- Proficient in the use of Microsoft Office Suite and applications with the ability to operate standard office equipment.