SQUAMISH - LILLOOET
REGIONAL DISTRICT

Job Description

Title:	Human Resources Manager
Department:	Human Resources
Date:	February 2021
Supervisor:	Chief Administrative Officer
Positions reporting to this position:	N/A

General Description of work

The Human Resources Manager is responsible for developing, communicating and implementing Human Resources policies, programs, procedures and guidelines to ensure compliance with relevant legislation and in support of the strategies and goals of the Squamish-Lillooet Regional District. Working closely with senior management, the position supports the attraction and retention of a qualified and professional employee base focused on delivering customer service excellence to the SLRD's residents, property owners and businesses. The Human Resource Manager ensures the Occupational Health and Safety Program is compliant with legislation and supports a safe, healthy and productive workplace.

Major Duties

- Assess, develop, communicate and maintain Human Resource policies, programs, procedures and guidelines to ensure compliance with relevant legislation;
- Make recommendations for a total compensation framework including base pay, benefits and recognition for all employees including management;
- Conduct market research and prepare reports related to overall compensation package for employees;
- Maintain pay equity compliance, job equity, compensation strategies, and conduct periodic external market compensation reviews;
- Attract and retain employees;
- Maintain ongoing employee relationships;
- Ensure that recruitment strategies are developed and implemented in collaboration with the CAO and senior managers;
- Lead the advertising and pre-screening of all recruitment;
- Prepare agreements that reflect negotiated terms of employment;

- Work closely with the Finance department for payroll administration;
- Act as Benefits Administrator for the SLRD, including enrollment, Municipal Pension Plan coordination, vendor liaison, and employee support;
- Provide oversight of employee benefit providers to ensure correct coverage, level of service, and contract costs;
- Management lead on Occupational Health and Safety Committee;
- Handle WorkSafeBC claims, return to work planning and employee complaints;
- Develop, implement, execute, and manage departmental work plans and policies;
- Participate in budget planning for human resources and related costs, and maintain expenses within operational budget;
- Coach, support, and provide guidance to senior managers and employees;
- Manage labour relations in a consistent manner across various departments in compliance with SLRD's policies and practices, and case law;
- Assist in the development and implementation of recognized best practices within Human Resources;
- Prioritize department activities to meet established deadlines;
- Maintain confidential employee information;
- Manage Human Resources information systems and records;
- Create and maintain position descriptions;
- Manage the SLRD's training programs and staff development;
- Ensure the accurate documentation and maintenance of training records;
- Manage recruitment and orientation of new employees;
- Provide advice to the Chief Administrative Officer on matters of discipline and termination;
- Prepare Board reports and attend meetings as required;
- Monitor and approve employee scheduling and averaging agreements;
- Conduct workplace investigations;
- Assist Chief Administrative Officer as required – i.e. conducting research, developing presentation materials, drafting reports, policies, briefing notes, documents, etc.;
- Draft and edit a variety of non-routine letters and related correspondence;
- During activation of the Emergency Operations Centre (EOC), participate in the EOC to support the provision of human resources in support of EOC functions;
- Assist as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties (i.e. responsible for Personnel in the Logistics Section or other assigned role in emergency situations);
- All other duties as assigned.

Minimum Qualifications

The ideal candidate will have post-secondary education (degree or diploma) in human resources, business administration, management, psychology, or a related discipline as well as five or more years of relevant experience, or an equivalent combination of education and experience. The ideal candidate will also possess demonstrated skills and abilities in the following areas:

- Certified Human Resource Professional designation (CHRL designation preferred);
- Local government experience is an asset, including working knowledge of *BC's Freedom of Information and Protection of Privacy Act* and its implications for local government communications;
- Knowledge of relevant labour law, employment and human resource related legislation. Ability to understand and contribute to the development of enabling policies and procedures;
- Passion for developing an organizational culture that is rooted in teamwork and public service excellence;
- High level of discretion and confidentiality;
- Ability to lead and be proactive;
- Ability to interact with all levels of employees;
- Strong interpersonal skills;
- Strong computer skills;
- Strong desire for collaboration and teamwork;
- Excellent written and verbal communication skills;
- Experience in, and ability to identify, develop and lead seminars and workshops;
- Creativity and willingness to try new things;
- Ability to balance multiple priorities simultaneously;
- Ability to follow through on commitments and meet assigned deadlines;
- Comfortable with consistent change;
- Strong desire to problem solve, execute, and drive results;
- Ability to be forthright when something is not working effectively;
- High degree of organizational and time management skills;
- Excellent analytical, organizational and problem solving skills, and attention to detail.

Required Licenses, Certificates and Registration

- Valid BC Driver's License