

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**MANAGER OF HUMAN RESOURCES
(Permanent Full Time)**

The City of Corner Brook is currently accepting applications for the position of **Manager of Human Resources**. This position will report directly to the Director of Finance and Administration and is responsible for the integration of Human Resources Management with the overall corporate organizational strategy to ensure HR processes such as recruitment, training and development are aligned with, and meet the needs of individual departments. The Manager of Human Resources is responsible for the development of staff by identifying and promoting the competencies and skills required to successfully achieve corporate goals and objectives. The Manager is responsible for supporting current and future business needs through the development, engagement, motivation and retention of employees, and oversees professional development and training, recruitment and performance, employee and labour relations, compensation and benefits administration, disability management, occupational health and safety support, employee wellness and payroll administration.

Reporting to the Director, the Manager will ensure that the day-to-day management and administration of the HR division is carried out in an effective and efficient manner. The Manager will provide leadership and direction to the division's staff and oversee the daily operations of personnel within the division. The Manager will prepare reports, make recommendations on ongoing issues, create and update policies and procedures related to human resources management and prepare draft documentation for Directors and/or City Manager. The Manager of Human Resources will attend meetings, including meetings of Council when requested, and serve as the City's senior advisor to management staff on matters relating to human resources and labour relations including but not limited to: employee recruitment, training and development; performance and disability management; union contract negotiation and collective agreement administration; and employee complaints and misconduct investigation.

Qualifications: The successful candidate must have Bachelor of Commerce Degree or a Bachelor of Business Administration Degree from a recognized post-secondary institution or equivalent with a concentration in human resources/labour relations. The ideal candidate will be (or be eligible to become) a Certified Human Resources Professional (CHRP) and have a minimum of ten (10) years of work experience in human resources/labour relations, preferably in a unionized environment, with at least five (5) of those ten (10) years in a supervisory role. Expertise in the areas of performance management, disability management, budgetary practices and principles, complaint investigation, occupational health and safety and payroll administration will be considered desirable assets. Along with this, the successful candidate must have exceptional decision making/problem solving, conflict management, organizational, as well as oral and written communication/interpersonal skills. Candidates must possess solid computer skills; have the ability to work effectively with elected officials, unionized and exempt staff, as well as community members. (a copy of the full job description is available on the City web site at **www.cornerbrook.com**).

CLASSIFICATION: NON-UNION
SALARY (2017): \$58,278.00 - \$77,703.19
COMPETITION NO: 2017-37
CLOSING DATE: Review of resumes will begin on November 24, 2017

Please submit résumés, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1. Fax # 709-637-1627; email hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.