



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 33
Position:	Director of Human Resources
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	City Hall (4310 Queen Street)
Salary/Wage Range:	\$133,809 to \$167,262 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	May 12, 2025
Closing Date:	May 30, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 30, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest; however, only those advancing through the selection process will be contacted. Please note: interviews will be taking place the second week of June.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principal functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:

Director of Human Resources

POSITION SUMMARY:

Responsible for strategic advice to the Corporate Leadership Team (CLT) and providing complete Human Resources policies, and operational services encompassing employee and labour relations, organizational development, compensation, pension and benefits, health, safety and wellness, recruitment and retention, as well as training and development and succession planning.

DIVISION / DEPARTMENT:

CAO - Human Resources

RESPONSIBLE TO:

Chief Administrative Officer (CAO)

SUPERVISES:

Leads a multidisciplinary team including managers, supervisors, HR generalists, and payroll specialists.

RESPONSIBLE FOR:

1. Providing direction, leadership and support to the Chief Administrative Officer, General Managers and departmental Directors on organizational change, employee and labour relations, compensation, succession planning as well as training and development.
2. Managing the Human Resources Team including the Corporate People Plan, staffing, training, budgets and related resources.
3. Developing, implementing, and evaluating HR strategies, goals, and objectives to align with the municipality's People Plan.
4. Providing leadership and guidance to HR staff and overseeing the daily operations of the HR department.
5. Fostering positive relationships between employees and management to ensure effective communication and employee engagement.
6. Overseeing labor relations functions, including negotiations, labour-management meetings and administration of collective bargaining contracts with unions.
7. Managing complex employee relations issues, including conflict resolution, grievances, discipline, and termination processes for all city employees.
8. Overseeing the non-union salary structure plan, job descriptions and performance management for all city employees.
9. Promoting and implementing employee health, safety and wellness programs aimed at improving the overall health and well-being of municipal workers.
10. Developing and maintaining the corporate people plan encompassing labour relations, training and development, compensation and benefits, diversity and inclusion, health and safety, accessibility compliance, as well as succession planning.

11. Maintaining all personnel administrative policies in accordance with legislation and policy direction of Council.
12. Monitoring expenses and ensuring the department operates within allocated financial resources.
13. Performing other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- Minimum is a university degree in Administration (Business, Public or Human Resources). A master's degree in related discipline is preferred.
- At least ten (10) years' progressive human resources experience.
- CMM Certified Human Resources Professional designation and/or CHRL/CHRP designation is preferred.
- Thorough knowledge of applicable legislation regulations and standards.
- People skills aligned with verbal and written communication, negotiations, staff supervision and leading change is required.