

Job Specifications

Human Resource / Office Manager

Position Summary

Working under the direction of the Chief Administrative Officer, the Human Resource / Office Manager is responsible for all personnel matters, including employee records, employee benefits, monitoring contract agreements, training programs and salary administration. The Human Resource / Office Manager is also responsible for the day-to-day management and supervision of the Office Support Staff.

Responsibilities

- 1) Develop and administer policies, programs and initiatives related to Human Resource management and administration.
- 2) Maintain employee records.
- 3) Supervise the day-to-day operations of the Office Support Staff including the planning, prioritizing and assignment of work.
- 4) Oversee vendor contracts and administer employee benefits, including preparation and / or review of monthly benefit invoices, OMERS plan and coordination of the Employee Assistance Program.
- 5) Conduct research and prepare for collective bargaining. Participate in collective bargaining process.
- 6) Maintain the Non-Union Salary Administration Program ensuring job specifications, performance appraisals and pay equity policies are updated and conducted in a consistent fashion.
- 7) Provide administrative support to the Personnel Committee.
- 8) Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide advice on Human Resource issues to the Chief Administrative Officer, Managers and Personnel Committee / Council.
- 9) Identify and address staff professional development needs. Coordinate and monitor training programs for all employees including Health and Safety Programs.
- 10) Administer the recruitment and hiring of staff. Ensure job application forms and job specifications are up-to-date. Schedule, coordinate and participate in applicant interviews, conduct reference checks and prepare employment offers. Oversee orientation of new employees including full-time employees, part-time employees and students.

- 11) Administer and monitor the terms and policies contained in the Union Collective Agreement, Non-Union Employment Agreement and Volunteer Fire Fighters Agreement to ensure they are implemented in a consistent manner. Investigate employee complaints, interpret the collective agreement and facilitate resolution of employee concerns through mediation and conflict management.
- 12) Prepare labour cost analysis as required. Coordinate Human Resource annual budget estimates including training and development, payroll and benefits, professional fees and recruitment costs.
- 13) Other duties as assigned by Chief Administrative Officer.

Qualifications

- 1) University degree in Human Resource Management or related discipline.
- 2) Strong communication and organizational skills are essential.
- 3) Five to seven years progressive experience in the Human Resource function with working knowledge in recruitment and selection; compensation, job evaluation and salary and benefits administration; employee relations; labour relations and grievance administration; Human Resource and program development; Health and Safety; and legislative compliance.
- 4) Must have experience in problem solving, negotiating, interviewing, research and time management.
- 5) Proficiency in the use of Microsoft Office.

Working Conditions

Work is in an office environment on a 35 hour work week with some after-hours work required.