

## LABRADORCITY

### EMPLOYMENT OPPORTUNITY HUMAN RESOURCES MANAGER – PERMANENT FULL TIME

#### GENERAL ACCOUNTABILITY

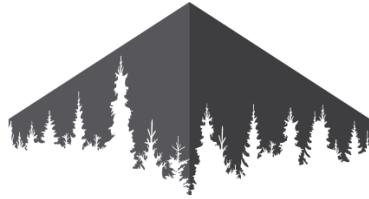
Reporting to the Director of Finance & Administration, the Manager of Human Resources is responsible for developing, implementing, and monitoring Human Resources programs and leading performance improvement and coaching initiatives that develop, inspire, and motivate staff to achieve maximum performance.

#### NATURE AND SCOPE OF WORK

Functioning as a strategic business partner and key advisor to the senior management team, the manager provides consultative support and direction to leaders and staff throughout the organization on a wide range of human resource issues such as employee and labour relations, recruitment and selection, compensation and job evaluation, occupational health & safety, training and development, employee health and wellness, employee engagement, conflict resolution, and policy development.

#### TYPICAL DUTIES AND RESPONSIBILITIES

- Contributes to the overall leadership of the TLC as a key member of the municipal leadership team.
- Consults with leaders on various employee relations issues such as interpreting and administering collective agreement provisions, preparing for and conducting investigative meetings, participating in corrective discipline, managing employee performance issues, hearing and/or drafting grievance replies, and responding to employee concerns and/or complaints. Researches and responds to labour relations or rights related queries seeking out legal opinions as required.
- Directs legal counsel hired to represent the TLC in arbitration or in other venues and manages related costs.
- Ensures consistent application of HR policies, procedures, and the collective agreement when consulting with leaders and staff on issues related to salary administration, job evaluation, and employee benefits/compensation. Plays a leadership role in the job evaluation process for Union/Staff positions by receiving and reviewing job evaluation requests and conduct required reviews, as well as communicating with the Union on job evaluation issues and outcomes.
- Assists leaders and staff with recruitment and retention initiatives by providing advice and guidance in all areas of the selection process such as drafting of job advertisements and job descriptions, screening and short-listing applicants, developing interview questions, and scoring criteria, etc. May take the lead role in specific recruitment processes.
- Fosters a positive labour relations environment by participating in discussions with leaders, front-line supervisors, union representatives, and officers that are aimed at working together to resolve disputes and enhance relationships; organizes and attends Labour/Management meetings and identifies opportunities for positive and cooperative change initiatives.

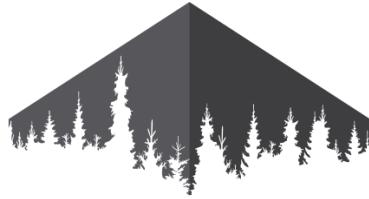


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- Works with leaders to identify business unit needs and objectives to develop and deliver training or information sessions on a wide range of human resource topics (i.e., attendance management, performance management, workplace harassment).
- Participates in business organizational change initiatives (technological and operational) by providing HR expertise to identify employee impact and collective agreement and/or legislative requirements to be met as well as recommending and assisting in the development of strategies to manage employee (and union) response to change.
- Participates in the collective bargaining processes by assisting the Leadership team. Assistance includes providing statistics, information, and knowledge of TLC practices and union interactions as well as speaking (as required) to specific local issues.
- Develop, implement, and administer corporate HR initiatives, policies, and programs (including employee recognition events) that serve to support and enhance the TLC Strategic Plan and related initiatives.
- Conducts required research (review of applicable case law, policies, best practices and legislation) to provide excellent HR/LR advice and support.
- Leads and/or participates on various Manager/Council or HR committees.
- Performs other related duties.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals, and detail the complexities of any given situation.
- Ability to influence others, resolve conflict, and to play a leadership role in change initiatives by exercising tact, diplomacy, and respect for others.
- Thorough understanding of and ability to interpret applicable collective agreements and/or various rights-related legislation. Excellent understanding of labour jurisprudence is necessary.
- Extensive knowledge of and ability to apply performance management, corrective discipline, and/or attendance/disability management strategies to individual situations which may be complex in nature
- Sound understanding of and ability to consistently apply Human Resource employment related programs, policies, procedures, and practices. Extensive knowledge in employment-related legislation is required.
- Sound knowledge of and ability to apply compensation, job evaluation, and benefit policies, practices, and strategies aimed at successful attraction and retention of staff.
- Ability to build and maintain effective working relationships with staff at all levels in (and external to) the organization.
- Demonstrated ability to work well as a part of a team and to bring energy and passion to the work.
- Ability to use discretion when handling sensitive, high-level, or confidential matters.



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- Ability to develop and deliver training or information sessions as required.
- Strong organizational skills including a demonstrated ability to multi-task, organize, and prioritize work inside of a fast-paced and change-oriented work environment.
- Strong problem solving abilities
- Ability to work independently without immediate supervision.
- Ability to draft correspondence and to maintain accurate records and files.
- Ability to solve problems and to exercise initiative related to assigned work.
- Proficient in the use of Office Suite software and applications (e.g., MS Word, PowerPoint, Excel, and Outlook) and ability to operate standard office equipment.
- Ability to provide supervision, leadership, and direction to unionized/staff, including motivating, training, conducting performance reviews, and applying corrective discipline in a unionized environment.
- Knowledge of labour law and HR best practices

### MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A level of education, training and experience equivalent to a Bachelor's degree in a related discipline such as Human Resources, Public Administration, Business Administration.
- 5-7 years of HR experience
- CPHR designation (Chartered Professional in Human Resources) would be an asset
- Experience in unionized environment and/or Municipal experience is desired
- Knowledge of Labour Law and HR best practices
- Experience in coaching and leading employees
- Experience in conflict resolution, handling of grievances & arbitration, collective agreements, collective bargaining, & labour relations is considered an asset

Qualified candidates are invited to submit a complete resume with cover letter indicating **Human Resources Manager Competition** by Monday, May 26, 2025 at 4:00 pm to the attention of:

Michelle Newhook  
Director of Finance & Administration / Town Clerk  
Town of Labrador City  
PO Box 280, 317 Hudson Drive  
Labrador City, NL A2V 2K5

Or email to: [townclerk@labradorc city.ca](mailto:townclerk@labradorc city.ca)