

# CITY OF HAMILTON

## CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - EMPLOYEE & LABOUR RELATIONS – LOCATION – 120 KING ST WEST 9<sup>th</sup> FLOOR)

### DIRECTOR, EMPLOYEE HEALTH & LABOUR RELATIONS

#### SUMMARY OF DUTIES

Reporting to the Executive Director, Human Resources and Organizational Development, is responsible to direct the City's employee and labour relations processes, to oversee the negotiation process and, as required, to act as the organization's Chief Negotiator.

#### GENERAL DUTIES

Oversees the collective bargaining process for the City. As required, acts as the City's Chief Negotiator or directs the work of the Chief Negotiator, delivering on the organization's bargaining mandate and providing expert advice to Council and senior staff on related matters.

Has corporate responsibility for labour management relations and management of the grievance/arbitration process.

Leads research and development of human resource policies and programs in areas of responsibility, ensuring a "best practices", participative and proactive approach to employee and labour relations throughout the corporation.

Responsible for hiring, training, scheduling, advising, supervising, and performance evaluation of staff within the employee and labour relations unit.

Provides advice to staff at all levels of the organization on employee relations and labour relations matters.

Works collaboratively with other Human Resources Division Managers to ensure that the activities and programs of the unit align with divisional strategies, mandate, and services.

Works collaboratively with client departments to proactively address their unique employee and labour relations issues, while aligning individual department's directions and priorities with the City's overall strategic directions for employee and labour relations.

Creatively employs technology, continuous improvement methodologies, and external providers to increase efficiency and effectiveness of employee and labour relations programs.

Develops and implements benchmarking, market review, and performance measures to increase timeliness, efficiency, and effectiveness of service delivery.

Prepares and administers annual budget for unit, approving expenditures against the budget plan within delegated authority.

Represents Human Resources Division at Senior Management Team, Council Committees, and Council meetings as required. Develops or directs the development of reports and presentations as required.

Acts as Executive Director of Human Resources and Organizational Development in his/her absence as required.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties that are directly related to the responsibilities of the position.

### **QUALIFICATIONS**

1. Post secondary education in a professional discipline (e.g. Masters in Industrial Relations or LLB) pertinent to the job functions combined with relevant senior management training and experience or an equivalent combination of education and experience.
2. Highly developed interpersonal skills with the ability to interact and communicate effectively at all organizational levels.
3. Sound knowledge of relevant legislation, contractual obligations, and applicable policy and practice.
4. Well developed planning and organizational skills.
5. Demonstrated ability to work strategically and effectively with colleagues, operational management, union, and direct service staff in identifying and meeting human resource needs.
6. Demonstrated skill in implementing change.
7. Demonstrated experience in leading and managing the performance of professional and administrative staff.
8. Demonstrated ability to initiate, lead and implement progressive and proactive human resource policies and programs.