

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION – HR SYSTEMS & OPERATIONS – LOCATION - 120 KING ST. W., 9th FLOOR)

DIRECTOR, HR SYSTEMS & OPERATIONS

SUMMARY OF DUTIES

Reporting to the Executive Director of Human Resources, this position is responsible for Compensation and Benefit programs, Organizational Development and Learning, , HR Technology and establishing effective HR Metrics, as well as Records Management. Specifically, this includes job definition and job evaluation reviews, the administration of salary surveys, human resources information systems and the management of employee information. Additionally, oversight of performance and learning strategies and initiatives in support of the Corporation's People and Performance Plan. As part of the leadership team you will support HR best practices in a manner which aligns with our Strategic Objectives, Vision, Mission and Values.

GENERAL DUTIES

Designs, develops, and administers compensation programs to support base pay, equity, and performance compensation.

Leads the organizational development and learning function, including initiatives to support an employee focused performance and learning strategy.

Designs, develops, and administers employee benefit programs.

Develops and oversee Human Resources technology solutions and implementations including HR metrics and analytics.

Ensures compliance with legislation, policies, and strategic direction for compensation and benefits.

Provides consulting services to operational departments.

Provides advice and consultation on strategic design approaches to compensation, benefits, and retirement policies and plans, as well as on strategies and programs for compensation, benefits, and retirement plans.

Manages the human resources information system and employee records programs.

Oversees employee recognition and engagement programs.

Ensures the development and fostering of client relations.

Defines, implements, and monitors performance measures that assess the value of all programs within areas of responsibility.

Leads research and development of human resource policies and programs in areas of responsibility, ensuring an integrated "best practices" approach to services.

Works collaboratively with client departments to address their unique needs, while ensuring that decisions align with the City's overall strategic directions for compensation and benefits, and employee performance and development.

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.

Creatively employs technology and workforce analytics, with continuous improvement methodologies, and external providers to increase efficiency and effectiveness of all programs within the Systems and Operations Division.

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

Responsible for hiring, training, scheduling, advising, supervising, and performance evaluation of staff within the compensation and benefits unit.

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 as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated senior level experience pertinent to the job functions combined with relevant management training and experience, or an equivalent combination of education and experience.
2. Extensive experience in a senior compensation or benefits role.
3. CHRP or related professional designation is preferable.
4. Demonstrated knowledge of human resources information systems.
5. Highly developed interpersonal skills with the ability to interact and communicate effectively at all organizational levels.
6. Demonstrated ability to develop and implement strategic solutions to client needs.
7. Sound knowledge of relevant employment legislation, contractual obligations, and applicable policy and practice.
8. Well developed planning and organizational skills.
9. Ability to deal successfully with conflict.
10. Demonstrated ability to work strategically and effectively with operational management in identifying and meeting needs.
11. Demonstrated skill in implementing change.

12. Demonstrated experience in leading and managing the performance of professional and administrative staff.
13. Demonstrated ability to initiate, lead, and implement progressive and proactive human resource policies and programs.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
