

CITY OF HAMILTON

CITY MANAGER'S OFFICE **(HUMAN RESOURCES DIVISION – LOCATION – 120 KING ST. W., 9th FLOOR)**

EXECUTIVE DIRECTOR, HUMAN RESOURCES

OVERVIEW

Reporting to the City Manager, you will provide human resource leadership and services that efficiently and effectively meet the needs of the City and its individual departments while ensuring compliance with City policies, agreements and legal requirements. You define and communicate the role of Human Resources in supporting the City's strategic directions and goals and operate with a partnership-based, customer driven approach to service delivery.

You possess a demonstrated record of strong leadership skills, ability to be an innovative/creative thinker, with a strong commitment to results. You favour a style of management that believes in delegation and in engaging staff while at the same time providing guidance and leadership when necessary. You possess a high level of personal integrity and are an excellent communicator.

RESPONSIBILITIES

Responsibilities will encompass the following jurisdictions:

- Organizational Development & Learning
- Employee and Labour Relations
- Strategic Employment Services
- Compensation, Benefits, Employee Records
- Health, Safety, and Wellness
- Human Resources Information Systems
- Leadership and Management Development, Staff Training and Education
- Human Rights
- Employee Health Services, Return to Work/Work Accommodation

Goals and objectives include developing/implementing a performance management framework for Human Resources, improving efficiencies, internal and external customer service, administrative streamlining, establishing long-term continuous improvement principles, and best practices.

GENERAL DUTIES

Provide professional opinion, advice and guidance to Senior Management, Standing Committees and Council on policies, programs and services.

Provide effective leadership in all areas of ongoing human resources activity.

Develop and administer policies, procedures and practices consistent with achievement-oriented goals.

Ensure compliance with applicable Provincial and Municipal statutes, and with employment and labour law, as required.

Provide creative leadership through consultation with designated Managers of the Division.

Build and encourage staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying mission, vision, and values of the corporation.

Encourage staff to utilize a technologically up-to-date approach to municipal administration and business practices.

Direct the preparation of the annual operating and capital budgets.

Develop policy and new program directions for implementation as approved by Council.

Prepare reports and recommendations and attend meetings of Senior Management Team, Council, and Standing Committees to provide informed advice/opinion on relevant issues.

Provide leadership in short- and long-range planning activities for the Division by creating and applying a strategic vision consistent with corporate goals.

Ensure that internal controls in the form of policies, procedures, and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of (a) safeguarding City assets; (b) reliability of management and financial information; (c) compliance with laws and regulations; and (d) efficacy, efficiency, and effectiveness of services, programs, and operations.

Perform other duties as assigned that are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Progressive management experience in the field of Human Resources administration normally acquired through a University Degree in a related field from a recognized university or an equivalent combination of education and related work experience.
2. CHRL or other appropriate professional designation preferred.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big-picture thinking.
4. Highly developed ability to articulate a vision and to lead and inspire others.
5. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominately-unionized environment.
6. Demonstrated ability to lead and manage the performance of professional and administrative staff.
7. Demonstrated ability to initiate, lead and implement progressive and proactive human resource policies and programs.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough working knowledge and understanding of statutes, regulations, and by-laws affecting human resources services and programs.
10. Demonstrated knowledge of all applicable employment legislation and regulations.
11. Computer literacy in electronic mail, Internet, word processing and spreadsheet applications.
12. Demonstrated facilitation skills in order to build consensus.
13. Strong interpersonal skills with demonstrated ability to deal effectively with staff, management, elected officials, and the public.
14. A strong communicator, both orally and in writing.

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