

The City of Winnipeg is a vibrant and dynamic organization with many opportunities!

We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Human Resource Consultant

Community Services

Posting No: 121227

Closing Date: June 28, 2022

Under the general direction of the Manager of Human Resources, this position is responsible for providing human resource consulting services, advice, guidance and support in the areas of labour and employee relations investigations, performance management, progressive discipline, grievance process & handling, and respectful workplace complaints, recruitment and selection, return to work case management & duty to accommodate, compensation and classification including job analysis, job description development and job evaluation processes, employee benefits, records and information systems, and coaching and development to other staff.

As the Human Resource Consultant you will:

- Provide advice and guidance to staff and management on the application and administration of Civic and Departmental HR policies and procedures, human resource legislation and acts, collective agreements for the assigned portfolio to ensure consistency in application.
- Provide comprehensive labour relations guidance and support while leading related processes such as: investigations, grievances, progressive discipline, performance management, and conflict resolution activities in an effort to resolve workplace issues.
- Administer and lead the full recruitment cycle process (posting, screening, selection, placement, and retention) in accordance with established organizational processes and the applicable Collective Agreement. As required, manages the placement process for the re-deployment of staff.
- Perform job analysis in support of creating or updating job descriptions for submission to Compensation Services for job evaluation.
- Coordinate and provide support to management and staff on employment matters relating to career development and training, safety, health and wellness, respectful workplace, critical incident stress management and other employee issues.
- Work cooperatively with the Return to Work Coordinator and this position may assume a Return to Work caseload as part of regular duties.
- Facilitate the development and improvement of HR reporting practices, records management and other information systems that support HR functions and activities.
- Supports the HR Manager in the efficient day to day functions of running the HR Department. This may include direct supervision of other HR Staff and will include coaching and mentoring team members.
- Conduct research and analysis on HR issues/initiatives and undertakes projects and committee work to strengthen human resource policies, functions and activities across the Department.

Your education and qualifications include:

- Successful completion of a university degree with a specialization on human resources or an equivalent combination of education, training and experience.
- A minimum of 3 years' experience in the human resource field in a directly related position.
- A Chartered Professional in Human Resources (CPHR) or IPMA-CP designation is desirable.

- Extensive experience providing human resource consulting services, advice and guidance in the following areas:
 - a. recruitment and selection;
 - b. labour/employee relations including progressive discipline, grievance process and handling, performance management and complex workplace investigations;
 - c. compensation and classification including job analysis and job description development;
 - d. supportive employment services including return to work, disability management and duty to accommodate.
- Previous experience administering and interpreting complex collective agreements, human resource legislation, acts and internal HR policies and procedures.
- Previous work experience in an industrial work environment is an asset.
- Sound knowledge of the arbitration process.
- Able to exercise good judgement to solve problems and make decisions quickly and effectively under limited supervision.
- Customer service skills with the ability to anticipate long term client requirements and identify improvement to service delivery.
- Demonstrated ability to communicate effectively, both verbally and in writing with a variety of people including senior managers, union representatives and corporate colleagues.
- Strong interpersonal skills demonstrated by the ability to facilitate effective working relationships with individuals at all levels of the organization, union representatives, external contacts, and the public with tact and diplomacy.
- Proven conflict resolution skills with the ability to maintain composure while dealing with challenging customers, clients, and employees in an effort to address workplace issues.
- Organizational and time management skills; adaptable to unforeseen changes in schedule and interruptions, ability to establish priorities, and meet deadlines within tight timelines and in a busy and high-volume environment
- Good working knowledge of Human Resource Information Systems; preferably PeopleSoft HR System.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.
- Prior to commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR Code and photo identification.
- The successful candidate may be required to have and maintain a valid Manitoba Class 5 Driver's License.
- The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City's Transportation Policy.

CORE COMPETENCIES: FOR ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

APPLY ONLINE, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Cover letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is:

Salary Schedule A1 \$68,876.37 - \$92,499.56 Annually (Grade 3)* within the WAPSO Collective Agreement.

Salary Schedule A2 \$68,876.37 - \$90,174.15 Annually (Grade 3)* within the WAPSO Collective Agreement.

1. **In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).*

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.