

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.

Senior Human Resource Consultant

Community Services

Posting No: 121265

Closing Date: July 6, 2022

Under the direction of the Human Resource Manager Community Services the Senior HR Consultant will be responsible for supporting the HR Manager with various assignments related to Departmental and Corporate strategic planning and initiatives; and providing Human Resources generalist support to their assigned portfolio. In addition, the Senior HR Consultant will provide daily supervision and guidance to the Health Resource Specialist.

As the Sr. Human Resources Consultant, you will:

- Support the HR Manager with strategic planning, programming and initiatives.
- Develop implement, maintain, and evaluate human resource systems, procedures and programs as required.
- Represent the HR team on Departmental or Corporate committees, projects and initiatives.
- Provide HR generalist support to an assigned portfolio, including but not limited to:
 - Labour and employee relations (investigations, performance management, progressive discipline, grievance process & handling, and respectful workplace complaints)
 - Strategic HR Consulting
 - Performance Management
 - Attendance Management
 - Recruitment and selection
 - Return to work case management & duty to accommodate
 - Compensation and classification (job analysis, job description development and job evaluation processes)
 - Diversity, inclusion & employment equity
- Coach, mentor and develop new HR staff and Consultants.
- Undertake special projects and assist with leading committees related to Human Resource operational functions.
- Provide supervision, advice, guidance and mentorship to all direct reports.

Your education and qualifications include:

- A Bachelor's Degree in Social or Behavioral Sciences, Commerce, Public or Business Administration, or an equivalent combination of training and experience.
- Experience dealing with and providing HR generalist support to multiple client areas with various lines of business.
- Experience managing and supervising staff including performance management activities, building capacity, promoting and assisting continuous learning and development.
- Experience working with senior level management providing human resource services in a diverse, unionized environment.
- Knowledge of, and ability to administer, complex Collective Agreements, Human Rights Legislation, HR and Labour Relations statutes and HR benefits and policies.

- Knowledge of Corporate HR programs and internal processes and systems.
- Experience delivering HR solutions through the design and application of processes and technology.
- Experience with defining and using the relevant and competitive HR metrics.
- Ability to consult, mediate, negotiate and work with a variety of teams/groups, i.e. Senior Management, Unions/Associations.
- Ability to communicate effectively, both verbally and in writing, at all levels of the organization.
- Excellent research, investigation, and sound / thorough analysis skills.
- Experience and proficiency using a large HRIS (e.g. PeopleSoft), Microsoft Office Suite products, and other software applications.

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 (Vulnerable Sector) Satisfactory to the employer will be required from the applicant(s) or successful candidates(s), at their expense. To obtain a Police Information Check please visit www.winnipeg.ca/police.
- The successful candidate will be required to have and maintain a valid Manitoba Class 5 Driver's License.
- The successful applicant will be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City's Transportation Policy.
- 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 or providing proof of an exemption from the COVID-19 vaccination approved by the Government of Manitoba.

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 (**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 in PeopleSoft through the Careers tile on the Employee Self Service homepage. The City of Winnipeg uses the [Korn Ferry Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$2,924.51 - \$3,928.21 bi-weekly, as per the WAPSO salary schedule.

**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.