

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 Manager

Community Services Department

Posting No: 121266

Closing Date: July 6, 2022

Working in a matrix structure the Manager of Human Resources is a key leadership role in both the Human Resources Team and within the assigned Department. Leading a team of HR generalists, the HR Manager will develop and implement HR priorities for the department to ensure people needs are met and are aligned with operational requirements. As a member of the City HR Leadership Group this role participates in the creation of Citywide HR programming and then works to implement those programs within their department. This role may have additional management responsibilities in Safety & Health, Training & Development, or other areas within the department as required by operations

As the Human Resources Manager, you will:

- Participate in the development of strategic Human Resources initiatives to improve future operations and achieve the long term city goals;
- Lead and direct a team of HR Generalists in the delivery and implementation of City Wide HR programs within the department including:
 - Corporate management
 - Recruitment, Diversity & Inclusion
 - Training & Development
 - Human Resource Information System/Payroll Administration
 - Compensation & Classification
 - Total Rewards & Benefits
 - Supportive Employment Services (Wellness)
 - Health & Safety
 - Labour Relations
- Provide oversight and leadership on all matters relating to labour and employee relations issues (grievance/arbitration handling) and implements labour relations programming and consults with Corporate Labour Relations as required;
- Lead and direct the Human Resource team (direct & indirect reports);
- Participate in the creation and implementation of City wide HR Specialty Programs

Your education and qualifications include:

- A Bachelor's Degree with specialization in Human Resources, Commerce, Labour Studies, Public or Business Administration, or an equivalent combination of education, training and experience may be considered.
- 5 years of previous leadership and management experience with a minimum of 3 years in HR in a large, complex unionized environment. Ability to build an effective team, measure and

hold the team accountable, identify competency gaps, create a plan for improvement, and work toward department goals.

- Experience leading others in the HR Generalist areas of:
 - recruitment and selection;
 - labour/employee relations including progressive discipline, grievance process and handling, performance management and complex workplace investigations;
 - compensation and classification including job analysis and job description development;
 - supportive employment services including return to work, disability management and duty to accommodate.
- Critical thinking skills with the ability to exercise good judgment, solve problems quickly and effectively, and resolve people issues related to health & safety and staff emergencies.
- Experience leading, developing, implementing and providing advice on workplace policy, administrative standards, HR programs, and procedures that assist with employee management.
- Experience leading workplace investigations, recruitment, classification, job design processes, and employee health management in a heavily unionized workplace.
- Experience advising, educating and supporting leaders in managing their staff and business.
- Sound knowledge of HR legislation including but not limited to Employment Standard Code, Labour Relations Act, Human Rights Code, Workplace Safety and Health Act, Freedom of Information and Protection of Privacy Act, Personal Health Information Act.
- Knowledge and experience with department specific legislation, rules or regulations preferred.
- Knowledge of overall operational budgets, cost controls, capital budgets, and other financial activities in line with Corporate Finance rules for managers working within a City department.
- Thorough knowledge of and ability to interpret and administer collective agreements, ability to assess HR Staff skill in managing LR cases, identify errors, and give advice on how to improve.
- Working with Labour relations to prepare cases for arbitration, prep witnesses and support staff involved. Use LR Staff to show proper management and assess grievances or arbitration cases.
- Demonstrated ability to work through conflict based situations and negotiate outcome as needed.
- Experience working with HRIS staff to deliver HR solutions that improve efficiency in the department and help to manage the workforce. This includes training staff for daily people transactions in PeopleSoft to ensure the integrity of information in the system.
- Excellent computer skills including Microsoft Office products with the ability to learn any department systems as needed.
- Exceptional interpersonal skills and the ability to develop and maintain respectful and effective working relationships at all levels in the organizations, with internal and external stakeholders, and with City Union partners.
- Strong verbal, written and presentation skills with the ability to summarize and present information clearly, to delivery sensitive or difficult messages, and to ensure understanding.
- Organizational & time management skills with the ability to adapt to unforeseen changes and interruptions and ensure work priorities and deadlines are met in a high-volume environment.
- Strong business and political acumen skills with an understanding of the unique nature of having the public and elected officials express interest in your departments business.

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.
- 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.

- 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.

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 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 \$3,533.54 - \$4753.03 bi-weekly, as per the WAPSO Salary Schedule.

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.