

# HUMAN RESOURCE MANAGER

## OVERVIEW

Plans, organizes and manages the delivery of Human Resource services, strategies and policies across the organization. Implements and administers the full range of Human Resource programs including recruitment, performance management, training & development, compensation, benefits, health & safety and employee relations.

## RESPONSIBILITIES

1. Design and implement broad-range Human Resource practices and programs that are aligned with the organization's goals and objectives.
2. Monitor employee relations across the organization to ensure high levels of morale and motivation. Provide guidance to employees and managers on related Human Resource issues. Resolve complaints or problems by acting as a mediator between managers and employees.
3. Conduct recruitment activities for all positions up to director-level. Design job ads, screen resumes, interview candidates, verify references and recommend final selections. Prepare interview questions and techniques and train managers in their use. Ensure recruitment and selection activities comply with all legislative requirements and employment laws.
4. Plan and conduct new employee orientations to foster a positive attitude towards the organization.
5. Provide guidance and counsel regarding the compensation policies of the organization. Ensure internal equity in salary/wage processes and maintain up-to-date job descriptions for all staff. Review compensation plans to achieve competitiveness with the marketplace and compatibility with attraction and retention strategies.
6. Review and compare employee benefits plans with the industry and labour market data to remain competitive, and maintain alignment with internal employee demographics and cost requirements.
7. Guide and counsel managers and employees in the area of performance management. Train managers in the use of performance appraisal forms. Act as impartial mediator to facilitate performance discussions. Draft performance improvement letters for probationary employees in conjunction with department managers.
8. Plan, design and administer the organization's Human Resource policies and procedures. Ensure that all policies are equitable, consistent with other organizational practices and comply with legislative standards.
9. Implement various Human Resource programs such as recognition and service awards, employee feedback surveys, company events, safety incentives, etc. to promote high levels of morale and motivation.
10. Prepare various reporting metrics such as turnover statistics, headcount, absenteeism levels, salary/wage administration, performance ratings, benefits expenditures, exit interview summaries, employee survey results, etc. for senior management.
11. Develop and/or outsource training & development initiatives as required. Ensure that all employees possess the appropriate skills to perform their jobs and receive the proper training to develop and enhance their abilities.
12. Act as subject matter expert during the termination process, including ensuring the correct calculation of notice/severance requirements and that departing employees are treated fairly and equitably. Conduct exit interviews with staff when they leave the organization.
13. Manage Human Resource department staff including their recruitment, performance management, employee relations and training & development.
14. Manage the annual department budget, reviewing associated costs and utilization. Ensure that spending is in compliance with budget.
15. Perform any other duties as assigned.

## QUALIFICATIONS

- Minimum university degree with a major in Human Resources or Business Administration
- Minimum five years of experience working in a generalist capacity within Human Resources
- Excellent communication, organizational and time management skills
- Strong knowledge of applicable employment legislative requirements and compliance