

## **Human Resources Manager (Part-Time)**

### **Overview**

Reporting to the Executive Director, the Human Resources Manager will support Executive Director in planning and co-ordinating all HR functions, including recruitment, selection, training, organizational development, health and safety, and labour relations.

### **Responsibilities:**

- Plan, develop, implement, and evaluate human resources and labour relations strategies including policies, programs and procedures to address our human resource requirements
- Co-ordinate internal and external training and organizational development activities
- Develop and implement labour relations policies and procedures and negotiate collective agreements
- Advise managers and employees on the interpretation of human resources policies, compensation and benefits, and the collective agreement
- Act as the Step 2 Designate for grievance resolution
- Participate in the planning and preparation for collective bargaining
- Ensure compliance with relevant legislation such as the Labour Code
- Update and maintain the office health and safety standards
- Receive and review potential job applications, and shortlist qualified candidates
- Update and maintain employee records include qualification documents, seniority list
- Update and maintain staff daily attendance, vacation, leave, overtime, professional development and other records
- Create and implement relevant internal administrative policies and procedures
- Maintain confidentiality
- Other related duties

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Consistent attendance during regularly scheduled office hours, Monday to Friday.
- Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.
- Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.)

### **EMPLOYMENT REQUIREMENTS**

#### **Education and Experience**

- A degree or diploma in Human Resource Management
- 3 years' experience managing in a unionized environment
- Preference may be given to candidates with the CPHR designation

### **Skills, Knowledge and Abilities**

- Knowledge of employment law and the administration of collective agreements
- Excellent interpersonal skills, including active listening, negotiation, mediation, and conflict resolution skills
- Ability to read, write, and communicate effectively in the English language
- Sound judgement, strong analytical and problem solving skills
- Proficient user of Microsoft Office products
- A commitment to continuous learning
- Self-motivated and able to take initiative and improve processes
- Excellent conflict management resolution and problem-solving skills
- Ability to prioritize tasks and multi-tasks
- Excellent attention to detail and accuracy in work

### **Additional information**

**Applications will be accepted until the position is filled**– Only selected applicants will be contacted. No phone call please.

- **This position is excluded from union membership**
- **To apply:** : E-mail your resume and cover letter to Frank Robertson [frankr@imss.ca](mailto:frankr@imss.ca)