



## **DIRECTOR OF HUMAN RESOURCES**

### **REPORTS TO: CITY MANAGER**

#### **POSITION SUMMARY:**

This is a senior level position that reports to the City Manager. The Director of Human Resources is responsible for the overall planning and management of human resources functions, including recruitment and retention, labour and employee relations, benefits, compensation, occupational health, safety, wellness, and disability case management to meet the needs of employees, managers, and strategic needs of the City of Miramichi.

Work is performed with considerable independence and exercise of judgement within the policies and regulations laid out in municipal by-laws and administrative regulations.

#### **KEY RESPONSIBILITIES:**

- Developing and implementing a comprehensive HR strategy aligned with the municipality's goals and objectives.
- Responsible for the administration of four collective agreements
- Act as lead negotiator in Collective Bargaining Negotiations and oversees entire process.
- Providing guidance to directors and supervisors on conflict resolution, performance management, and succession planning;
- Implementing performance evaluation systems to enhance employee productivity, recognize achievements, and address underperformance effectively.
- Maintaining positive employee relations, advising management on personnel decisions, providing guidance, and acting as a strategic partner
- Responsible for the development and revision of HR policies and procedures.
- Act as administrator for the Municipal's pension plan
- Oversee the Compensation and Benefits program including bi-weekly payroll and advise on adjustments as required.
- Managing the full-cycle recruitment process, including forecasting staffing needs based on seasonal changes on staffing requirements, working with outside agencies as required,
- Responsible for maintaining and administering vacation entitlement for all management employees.
- Offering strategic Human Resources support as it relates to the planning, development, and implementation of HR programs, ensuring HR strategies align with municipal objectives.
- Oversee on the Occupational Health and Safety Program and health and safety initiatives to help maintain a strong safety record for the municipality.
- In collaboration with individual departments responsible to oversee training and continuing education programs for employees.
- Prepares an annual budget for the Department of Human Resources.

- Responsible for the day-to-day management of the Department, including the effective supervision of staff.
- Developing and maintaining HR policies and procedures, ensuring they are in accordance with legal requirements and best practices.
- Ensuring compliance with all labour laws, regulations, and industry standards.
- Creating and promoting a positive work environment, handling employee grievances, and fostering effective communication between management and staff.
- Attend Council meetings as required.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in human resources or a related discipline (an equivalent combination of education and experience may also be considered)
- Minimum 8-10 years' experience in increasingly senior leadership positions where there was a significant focus on human resources management and labor relations in a unionized workplace
- CHRP designation or in the process of obtaining preferred
- Experience working at a senior level in a municipal environment and with a Council is desirable
- Proven experience as lead negotiator in the collective bargaining process
- Proven experience in developing and implementing HR strategies aligned with business goals
- Strong leadership and team management capabilities with the ability to inspire and motivate the HR team
- Familiarity with HR challenges, regulations, and best practices
- Solid knowledge of labor laws, regulations, and HR compliance practices
- Strong attention to detail
- Excellent organizational skills
- Exceptional communication skills
- Strong commitment to ethics
- Excellent leadership skills
- Ability to multi-task
- Excellent problem-solving skills
- Advanced knowledge of labour laws and regulations
- Knowledge of occupational health and safety regulations
- Computer literacy

Interested individuals may apply by submitting their resume to: Human Resources  
141 Henry Street  
Miramichi, NB  
E1V 2N5

or by email to: [humanresources@miramichi.org](mailto:humanresources@miramichi.org)

**On or before: 4 p.m. Wednesday, January 31, 2024**