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Is seeking applications for:

Human Resources Manager
Full Time Non-Union Position (quote file #13/24)

Closing Date: July 15, 2024 (midnight)

Hours of Work: 33.75 hours per week (Full Time)

Location: Kenora, Dryden, Fort Frances, Red Lake or Atikokan, Ontario (may include some travel)

Salary: \$79,667-\$106,762

Position Summary

The Manager of Human Resources is responsible for supervision and support of assigned staff, as well as the management of all Human Resource Programs including: Labour Relations, Recruitment, Payroll and Attendance, Succession Planning & Retention, Compensation and Benefits, policy development, health and safety and the development and maintenance of Job Descriptions. The Manager of Human Resources ensures that all assigned programs are developed and regularly reviewed, managed within budget allocations, and delivered in accordance with legislative requirements, Ministry standards, and Agency policies and procedures. The Human Resources Manager must exercise discretion and tact in the processing of documents and information of a confidential and sensitive nature, maintaining positive relationships with internal and external partners and exhibit sound, consistent judgement.

Knowledge and Skills Required:

- ❖ Ability to promote style of management characterized by behaviours consistent with the Agency's values.
- ❖ Proficient in computer software applications including MS Office Suite and database programs.
- ❖ Excellent communication and problem-solving skills with internal and external partners.
- ❖ Ability to work independently and as a member of a team, in stressful, high-pressure, fast paced situations.
- ❖ Excellent organizational skills and the ability to handle sensitive information confidentially.
- ❖ Knowledge in Human Resources and Labour Relations combined with excellent knowledge of human resource functions and pertinent legislation.
- ❖ Experience efficiently administering employee pension (OMERS) and benefits programs.
- ❖ Ability to interpret and provide assistance with Collective Agreement.
- ❖ Experience developing and maintaining a human resource system that will meet the information needs of senior management, including job descriptions, performance appraisal tools, and centralized personnel records.
- ❖ Experience in administration of benefit programs and recommending changes that will achieve best value.
- ❖ Experience in recruitment and retention strategies.
- ❖ Strategic thinker and experience in building positive organization culture.

Qualifications:

- ❖ A bachelor's degree in a field related to Human Resources/Labour Relations, Business with Human Resources/Labour Relations, Office Administration or a related discipline, or equivalent combination of education and experience.
- ❖ CHRP or higher designation an asset.
- ❖ A minimum of three (3) years' related experience in the field of Human Resources.
- ❖ Strong interpersonal and communication skills.
- ❖ Ability to foster a cooperative work environment.
- ❖ Skill in organizing resources and establishing priorities.
- ❖ Knowledge and understanding of provincial employment and labour laws, regulations and standards.
- ❖ Employee development and performance management skills.

Required:

- ❖ Must possess a valid Class G Ontario Driver's Licence and have access to a reliable vehicle with OPCF6A Insurance endorsement and minimum of \$1000 000.00 Liability.
- ❖ Clear criminal reference check, Clear Vulnerable Sector check, Clear Internal Records Check and a Clear Driver's Abstract.

Please submit resume with letter of application to:

HR@krrcfs.ca

Human Resources Department
Kenora-Rainy River Districts Child and Family Services
820 Lakeview Drive
Kenora, Ontario
P9N 3P7
Fax (807)467-5539 Attn: HR

We would like to thank all applicants, however, only those selected for an interview will be contacted.

Kenora-Rainy River Districts Child and Family Services is an equal opportunity employer. Accommodations are available for all parts of the recruitment and selection process.