



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20200929_HR
POSITION TITLE: MANAGER OF HUMAN RESOURCES
DEPARTMENT: CORPORATE SERVICES
POSITION TYPE: FULL TIME REGULAR, EXEMPT POSITION
HOURS OF WORK: 35 hours per week, Monday – Friday between the hours of 8am – 5pm

The City of Colwood has an opportunity for a **FULL TIME REGULAR MANAGER OF HUMAN RESOURCES**. This position is exempt from the bargaining unit.

NATURE AND SCOPE OF WORK

Reporting to the Chief Administrative Officer, the Manager of Human Resources is responsible for developing, implementing, and monitoring Human Resources programs and leading performance improvement and coaching initiatives that develop, inspire, and motivate staff to achieve maximum performance.

Functioning as a strategic business partner and key advisor to the senior management team, the manager provides consultative support and direction to leaders and staff throughout the organization on a wide range of human resource issues such as employee and labour relations, recruitment and selection, compensation and job evaluation, occupational health & safety, training and development, conflict resolution, and policy development.

A complete job description is available at www.colwood.ca/careers

POSITION REQUIREMENTS:

A level of education, training and experience equivalent to a bachelor's degree in a related discipline such as human resources management, public administration, business administration plus.

5 years' broad-based human resource generalist experience within a unionized environment, preferably in local government, with demonstrated experience in:

- Managing, directing, coaching and leading employees.
- Conflict resolution, handling of grievances.
- Administering collective agreements and labour relations.
- Experience in collective bargaining is considered an asset.

Certified Human Resource Professional (CHRP) designation

Using the subject line **POSTING ID# COC2020929_HR**, please submit your resume and cover letter, in confidence, to **Robert Earl, Chief Administrative Officer** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Wednesday, October 14, 2020.