



## Human Resources Manager

---

The HR Manager is responsible for providing advice and consultation on a variety of HR issues with all levels of management, non-union and union employees. The position ensures accurate and consistent application of relevant legislation, collective agreements, terms and conditions of employment, policies, and procedures. Particular emphasis is placed on HR generalist services such as recruitment and selection, job evaluation, compensation, labour relations, benefits administration, performance management and disability management.

### Accountabilities

- Manages talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding.
- Provide consultation and coaching on issues related to recruitment and selection, job evaluation, labour relations, benefits administration, performance management and disability management.
- Plan, develop, implement, and evaluate strategies including policies, programs, and procedures to address the organization's human resource requirements.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Ensures accurate and consistent application of relevant legislation, collective agreements, terms and conditions of employment, policies, and procedures.
- Understand the state of business unit and act as a conduit back into the Senior leadership team.
- Coach people leaders through the employee Performance Management process.
- Handles investigation and resolution of employee and union issues, concerns and conflicts
- Keeps job descriptions up to date.
- Knowledge of Northwest BC, its unique history, geography, and cultural diversity with an ability to relate effectively to customers from varying social, economic and cultural backgrounds will be considered an asset.

### Skills and Competencies

- Demonstrated consultation, facilitation and relationship building skills are required to assist an internal client-base and work on projects/committees in a cross-divisional teams.
- Excellent communication and interviewing skills and the ability to deal tactfully and diplomatically with employees from all levels of the Company.
- Excellent problem solving, analytical reasoning skills and judgment.
- Demonstrated ability to work effectively and productively with considerable independence.
- Demonstrated ability to participate as a team member, contributing to the development and enhancement of the team.

- The candidate will be a high energy, goal-oriented individual who thrives on achieving outcomes through consultative and collaborative methods.
- The candidate will be customer service focused and have demonstrated ability to achieve continuous improvement.
- Knowledge of the elements of a health and safety program will be considered an asset.

### **Education and Licensing**

- Bachelor's degree with a major in human resources management or a related field of study.
- Minimum five (5) years of progressively responsible human resources professional experience in recruitment, job evaluation, labour relations and benefits administration.
- An equivalent combination of education and experience may be considered.
- CPHR designation will be considered an asset.
- Experience working with collective agreements in a union organization.
- Excellent knowledge of employment and labour legislation and government policies (i.e. Canada Labour Code, Employment Standards, Labour Relations Code, Employment Equity, Pay Equity, Human Rights).
- Intermediate to Advanced working level with MS Office (Word, Excel, Access, Power Point and Visio).

### **Expectations**

- To be located in Prince Rupert but the willingness to travel across the communities within CityWest's operating area.
- Work outside normal business hours if needed.

To apply for the position, submit a resume and cover letter to the attention of Human Resources at [recruitment@cwct.ca](mailto:recruitment@cwct.ca). We thank all applicants in advance for their interest, but we will only be contacting short-listed candidates for interviews.