

## **ASSISTANT MANAGER OF HUMAN RESOURCES**

**NATURE OF WORK:** This is a professional management position responsible for the delivery of a wide range of human resources services including guidance, support, and assistance with the oversight of the Human Resources department. Reporting directly to the Manager of Human Resources, the Assistant Manager provides professional work of highly confidential nature in the areas of employee relations, labour relations, succession planning, organizational development, advises on Collective Agreement and policy administration as well as supports the day-to-day operations of the Human Resources Department.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Human Resources
- Works closely with the Human Resources Executive Assistant, Sr. Employee Relations Officer, Payroll Services Officer, and all other Human Resources department members.
- Provides direction to the Human Resources Department in the absence of the Manager of Human Resources.
- Develops and maintains working relationships with Directors, departmental Managers, Supervisors, and all City Employees, to provide quality Human Resources support and assistance with HR related functions.
- Develops and maintains relationships with service providers, external agencies, consultants, and associated professional groups.
- As a committed member of the leadership team for the City of Charlottetown, the Assistant Manager of Human Resources provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in provision of excellent service to our staff.
- Deals with the public with integrity and in a professional and courteous manner.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Provides leadership and accountability in achieving the goals and objectives of the Human Resources department.

- Provides direction and leadership to the staff on a daily basis.
- Assists with the development, implementation, and approval of Human Resources policies and procedures.
- Assists department Managers and Employees with the interpretation and administration of Human Resources policies, procedures, and collective agreements, providing guidance and clarification.
- Works with the Sr. Employee Relations Officer to create letters and documentation for Employee personnel files when managing Employee issues, in collaboration with the Manager of Human Resources.
- Assists in determining resolution or appropriate course of action for Employee issues in conjunction with the department Manager and Manager of Human Resources.
- Assists in the identification of changes in legislation affecting employee relations and policy as well as HR best practices; recommends changes to the Manager of Human Resources.
- Works with the Recruitment Coordinator to develop and coordinate the City's succession planning process, ensuring employees are developing to fill key roles and to mitigate future vacancies in roles where internal candidate are not qualified.
- Prepares reports and completes surveys on employee matters as required.
- Assists with labour relations activities as required.
- Responsible for building an effective team and fostering a positive work culture, which may involve hiring, supervising, engaging, training, and development of Human Resources staff.
- Works with considerable freedom and exercises independent judgment in the performance of duties, guided by current policies and practices.
- Performs other related duties, responsibilities and functions as assigned.

**REQUIRED COMPETENCIES:**

- Strong working knowledge of a variety of Human Resources practices and procedures.
- Advanced knowledge of Microsoft Office programs and HRIS systems.
- Patience, sound judgement, and excellent decision-making skills.
- A demonstrated ability to deal with sensitive or highly confidential matters with discretion and tact.
- Ability to manage relationships with external agencies, professional groups, and consultants on behalf of the City Corporation.
- Excellent interpersonal skills paired with the ability to form and maintain strong working relationships both externally on behalf of the organization and with staff and management.

- Advanced verbal and written communication skills with the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- General working knowledge of Occupational Health and Safety programs and practices including mental health initiatives.
- The ability to take a lead role in the absence of the Manager of Human Resources and as a member of a selection committee as required.
- Ability to work overtime and attend evening meetings or events on occasion.

**REQUIRED QUALIFICATIONS:**

- A Chartered Professional in Human Resources (CPHR) designation.
- Post-secondary degree or diploma in Human Resources or a related discipline.
- A minimum of 5 years professional experience in the development and delivery of Human Resources functions.
- A minimum of three (3) years of Supervisory experience.
- Experience with labour relations or work in a unionized environment is an asset.
- An equivalent combination of education and experience may be considered.

**Salary:** \$97,148.29 – \$114,292.37 as per the Management Non-Union Salary Grid.

**How to Apply:**

Please submit a cover letter and detailed resume by e-mail to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca). Your application must be clearly marked “**Application for Assistant Manager Human Resources**” and submitted by **April 23, 2024, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) or by calling 902-629-4110.