



JOB POSTING Manager, Human Resources

Halifax Public Libraries is currently accepting applications for the full-time position of **Manager, Human Resources**.

ABOUT HALIFAX PUBLIC LIBRARIES

Libraries are uniquely positioned to engage communities and the people who live in them - encouraging participation, facilitating connections, and providing solutions in an ever-changing world. Halifax Public Libraries embraces this opportunity and the responsibility that comes with it with great pride. The best public libraries in the world are built on a foundation of equality and open access.

With a workforce of approximately 450 working to support 14 branches throughout Halifax Regional Municipality, Halifax Public Libraries welcomes 3.5 million visits a year and shares a collection of nearly 1 million items including books, magazines and e-magazines, videos and audiobooks. The Library provides free programming that supports reading development, social and cultural engagements and overall wellbeing of residents. The Library's branches, including the flagship Halifax Central Library, offer spaces that support studying, reading, accessing technology, creativity, computer training, community meetings and socialization. We connect residents with one another and the world.

POSITION SUMMARY

The Manager, Human Resources provides leadership and oversight for a number of complex functions within the Human Resources Department, including, but not limited to recruitment, strategic workforce planning, performance management, employee and labour relations, occupational health & safety, payroll and benefits administration, staff development, compensation and ensuring a diverse and inclusive workforce.

The Manager will participate and assist with the development and implementation of various Human Resources initiatives and projects that will support the achievement of the goals identified in the Library's Strategic Plan. The Manager will be expected to establish effective working relationships; collaborative work approaches; and, demonstrate a strong commitment to providing efficient, responsive, and innovative service to our employees, volunteers, and community.

LEVEL OF RESPONSIBILITY

The Manager, Human Resources functions with considerable freedom from supervisory control over sequence of assignments, planning and organizing and implementing work priorities or methodologies to produce a given result.

The Manager acts as a key advisor to the organization with respect to understanding and interpreting the collective agreement thereby ensuring effective employee and labour relations. The Manager develops excellent human resources policies and initiatives through listening to and consulting with employees and union representatives so that employee and labour relations are continually enhanced. The HR Manager is responsible for the Library's grievance/arbitration processes in accordance with collective agreement provisions, provides counsel and advice to senior management by providing effective resolution options. The Manager will provide advice to management regarding sensitive employee/employer related challenges and will chair various related committees and work groups.

The Manager is primarily responsible for the management of the HR staff team, providing excellent support and development for the team. The Manager is expected to manage all Human Resources records in compliance with best practices in the areas of data management, privacy protection and retention standards.

DUTIES & RESPONSIBILITIES

Strategic Leadership

- Works collaboratively with the Director, Human Resources in the development and implementation of departmental plans, establishing the Library's goals and objectives for human resources in support of the Strategic Plan, building positive working relationships across all levels of the organization.
- Provides advice and guidance to managers on sensitive and complex human resources issues including employee job performance, leave management, collective agreement interpretation, disciplinary actions and grievances. Recommends performance management strategies including appropriate levels of coaching and discipline, and advises on the content and structure of disciplinary/counseling letters to ensure an effective resolution of issues.
- Analyzes and interprets a wide range of information and metrics to drive decisions and solutions for human resources issues, including strategic workforce planning, compensation, employee engagement and diversity and inclusion, identifying and acting on opportunities for continuous improvement.
- Develops initiatives and policies that attract, retain and develop staff in accordance with industry best practices, and demonstrates a commitment to providing efficient, responsive and innovative services.
- Creates effective relationships with HRM and external partners and agencies for collaboration and knowledge exchange.

Legislative and Regulatory Compliance

- Stays current and knowledgeable of applicable employment, safety and privacy legislation, regulations and case law.
- Institutes departmental procedures and guidelines for human resources administration that supports the Library's strategic plan and adheres to legislative requirements and standards, ensuring alignment with department needs.
- Ensures security and integrity of all personnel records, documents and file systems in the department;

Organizational Development

- Oversees staff development including strategic planning, onboarding, ongoing training, and career and leadership development.
- Responsible for the management of all recruitment activities, appointments, leaves and terminations, as well as co-op and internship placements.
- Develops job descriptions and oversees the job evaluation processes.
- Oversees performance management, coaching and discipline processes.

Employee and Labour Relations

- Establishes effective employee and labour relations through leadership and participation in various employee and labour management initiatives which include, but are not limited to, collective bargaining, grievance & arbitration, redeployment and recruitment training, and the administration of compensation programs.
- Administers and interprets the collective agreement, legislation and employment standards for non-union employees.
- Chairs various HR-related groups and committees such as Joint Labor Management, Job Evaluation and Occupational Health and Safety Committees.
- Manages employee claims and assistance programs, including EAP, WCB, long-term disability, accommodation and return to work programs.
- Serves as a key member of the Library's Collective Bargaining negotiating team, and will identify issues, collect related metrics, and provide collective-bargaining preparation. The Manager of Human resources implements changes arising from a new collective agreement communicating these to all managers.

Payroll, Benefits and Departmental Administration

- Responsible for oversight of the operations of the Human Resources Department, including:
 - Payroll services and the preparation of the annual wage model and other related reporting such as the vacancy management report;
 - Interviewing and hiring HR staff within the HR guidelines and procedures;
 - Staff development including career path and succession planning, identification of skills development needs, coaching and discipline;
 - Identifying and responding to issues impacting the HR work environment and its programs and services.

THE SUCCESSFUL CANDIDATE

You will possess a university degree degree in human resources, business/commerce, industrial relations or a related discipline with 5-7 years of progressively responsible experience in a unionized environment including experience in managing a team of professional and support staff. A Chartered Professional in Human Resources (CPHR) designation or relevant professional designation is also required.

Specific Knowledge & Technical Experience

- Experience leading HR change with a system-wide perspective, and capacity to analyze services, evaluate trends and identifying opportunities for continuous improvement. Project management experience considered an asset;
- Strong ethics and values with a proven commitment to excellent customer service, respect for others, professionalism, and confidentiality;
- Demonstrated experience with the implementation of best practices and emerging trends in human resources to ensure policies programs and procedures are current and effective;
- Knowledge and experience with SAP/HR or other computer-based payroll/HRIS systems. BrassRing (or a similar applicant tracking system) experience is an asset;
- Experience in staff development planning an asset;
- In-depth understanding of provincial and federal legislation applicable to human resource management combined with general business acumen and knowledge of strategic planning;
- Experience managing complex deliverables while addressing urgent issues in a timely matter;
- Outstanding interpersonal and communication skills;
- Competency in working closely with managers and senior leaders across an organization; and experience influencing others to collectively achieve strong results;
- Previous experience in a library or a public sector environment is an asset.

(Please state whether the above application requirements are met in your resume and/or cover letter.)

CORE COMPETENCIES

Problem Solving and Decision Making - Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.

Communication Skills - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.

Creativity/Innovation - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.

Knowledge of Work - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.

Technological Competence - Pursues and demonstrates expertise in technology and can apply it as required. Understands the critical and evolving role of technology.

Adaptability - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.

Interpersonal/Group Skills - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works co-operatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.

Leadership - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.

Organizational Understanding and Global Thinking - Shows a commitment to the HRL mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing branch or department priorities and the HRL Strategic Plan.

Accountability / Dependability - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.

Planning and Organizational Skills - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.

Resource Management - Manages resources, including his or her own time, in a manner consistent with organizational and departmental objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.

Service Attitude - Understands and meets the needs of customers. Addresses their interests and concerns. Is friendly, polite and approachable.

Respect for Diversity - Respects the diverse opinions and beliefs of library customers and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.

Hours of Work: 70 hours biweekly

Schedule: Monday to Friday, daytime hours with occasional evenings

Compensation: A competitive remuneration package will be offered along with flex benefits, pension plan and vacation entitlements

Applications must be received in the Human Resources Office no later than: Sunday, April 2, 2017 at 4pm

Applications may be sent to: Alison Lucio, Executive Assistant to the CEO, Halifax Public Libraries
Email: lucioa@halifax.ca

All appointments will be conditional upon an acceptable criminal record check including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website (www.halifaxpubliclibraries.ca).

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.