



# Job Posting

**Posted:** April 12, 2024

**Closes:** May 2, 2024, at 5:00 pm

## Manager, Human Resources

(FULL-TIME) EXEMPT

### Job Summary:

This position reports to the CEO and is responsible for a wide range of professional, and confidential human resources and labour relation services for the Library. Implement HR strategies and initiatives aligned with the Libraries strategic goals.

Responsible for providing Human Resources support to all Library staff and managers, administering the HRIS (human resource information system), administering HR policies and procedures, such as health & safety, recruitment, compensation and benefits, labour relations, and employee training, and ensuring that the Library is in compliance with applicable legislation, library policies and the Collective Agreement. Develop and administer employment programs, procedures and guidelines that support succession planning and align the workforce with the strategic goals of the Library.

As part of the management team will plan and develop strategies to meet community needs. Works collaboratively with all staff to support the team goals in performing their duties and providing customer service excellence to meet the community needs and position St. Catharines Public Library as a leader in Library service in the Niagara Region

### Duties and Responsibilities:

#### HUMAN RESOURCES

- Develop, create, communicate and and enforce all Human Resources related policies and the collective agreement to all employees and act as advisor and counsellor for all policies and procedures;
- Advise, coach and consult managers on employee concerns and issues regarding policies, procedures, collective agreements, terminations, discipline, and performance;
- Effectively collaborate with Union partners to complete cross-functional tasks and resolve people matters that arise;
- Participate in Union negotiations as part of the Management Negotiating Team; This position will be involved in CA negotiations and interpret articles when needed;
- Oversee the recruitment and selection of talent while ensuring that all successful candidates possess the required work experience, competencies and skills;

- Establish and maintain Volunteer programs based on best practices and risk management;
- Oversee and manage a performance management system that supports employee growth and development as well as performance;
- Administer and maintain the HRIS;
- Assess staff training needs to support and grow staff;
- Ensure the Library is maintaining its compensation strategy by conducting market compensation surveys;
- Lead the Job Evaluation process for Exempt positions, and participate on the Joint Job Evaluation Committee with the Union, ensuring compliance with Pay Equity legislation;
- Act as lead for Joint Labour Management (JLM) and Joint Health and Safety Committee (JHSC) meetings with the goal to build even stronger working relationships with our Union partners;
- Supporting a workplace that is free from harassment and discrimination, will lead any workplace investigations to ensure processes are followed consistently and due diligence has been done;
- Develop solutions or engagement strategies through staff surveys and other methods engaging with staff;
- Share knowledge appropriately on applicable legislation including but not limited to the ESA, LRA, Ontario Human Rights Code and AODA;
- Be an advocate for employee health and wellness and ensure we meet our obligations within the OH&SA and other legislation to minimize work-related accidents and injuries.

## **MANAGEMENT TEAM**

As part of the management team, leads and supports the effective operations of the library. This involves:

- Recommend and provide input to the management team regarding development of policies, procedures and strategies for library services, including efficiencies in workflow, staffing levels, processes/procedures in accordance with current library trends, analysis of library statistics and innovative new technologies;
- Working collaboratively with other members of the management team and staff in decision making, planning, goal setting and public relations for the library as a whole;
- Taking responsibility to maintain a broad, in-depth awareness and knowledge of the Library's role in the community and the community's needs of the Library, in order to better inform the rest of the Library's management team;
- Assumes responsibility to act on behalf of another member of the management team as required.

**Qualifications:**

1. Post-secondary diploma or degree in a field related to Human Resources Management or an equivalent combination of education and experience.
2. Certified Human Resources designation (CHRP)(CHRL) and Member in Good Standing with the Human Resources Professional Association (HRPA).
3. Minimum 5 years' progressive experience in a generalist capacity with experience in labour relations.
4. Experience or understanding of compensation including job evaluation and pay equity.
5. Experience working with HRIS.
6. Experience working in a unionized environment and with a Board of Directors.
7. Excellent interpersonal and communication skills.
8. Proficient using Microsoft Office and technically savvy.
9. Clean Criminal Records Check within 90 days of employment.

**Hours of Work:**

Hours of work are generally Monday through Friday, 8:30am – 4:30pm. Required to attend Library Board meetings, one evening per month and as required, and may include evenings and weekends to support the work of the Library.

**Salary:**

\$85,758 – \$100,325 per year (Pay Group 6, 2024 Terms of Employment, Exempt Employees Salary Grid).

**How to Apply:**

Please submit your cover letter and current resume to [hr@myscpl.ca](mailto:hr@myscpl.ca). We thank all who apply. Only those selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes, and work environments. Please advise Human Resources to ensure your accommodation needs under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act are provided through all stages of the recruitment process.