POSITION DESCRIPTION

POSITION TITLE:  
Manager, Human Resource Services

IMMEDIATE SUPERVISOR:  
Deputy Chief

POSITION SUMMARY:
Under the direction of the Deputy Chief of Police, the Human Resource Services Manager is responsible for the oversight of all Human Resource aspects of the Service. Areas of Responsibility include: Policy Development, Hiring, Transfers, Promotions, Performance Management, Collective Bargaining Support, Employee Relations, Pay Equity, Compensation and Benefits. In addition, the incumbent will provide general HR support and guidance to the senior leadership team and ensure all HR policies and procedures are in accordance with relevant legislation.

MAJOR RESPONSIBILITIES:

Senior Leadership:
As a member of the senior leadership team and in accordance with the goals, objectives and directions provided by the Guelph Police Services Board and Executive management, assist in the development of long and short term goals, objectives, and plans for the Guelph Police Service.

Highlighted Competencies:  
Job Knowledge, Organizational Awareness, Teamwork, Communication

Divisional Management:
Manage the staff, equipment and resources of Human Resource Services, prepare and submit required reports to Executive management.

Highlighted Competencies:  
Job Knowledge, Productivity, Developing Others, Teamwork, Organizational Awareness, Communication
Financial Management:

Prepare and administer the annual budget for the Human Resource Services Unit and approve expenditures against the budget plan within delegated authority.

Highlighted Competencies:  Productivity, Job Knowledge, Computer/Technical Skills, Communication, Customer Service

Administration:

Administer the job performance appraisal management system for all employees. Maintain job descriptions for all positions within the service. Manage the salary administration and pay equity programs. Provide advice to staff at all levels of the organization on human resource matters. Facilitate the Guelph Police Service promotional system when and as directed by the Executive. Manage the Guelph Police Service personnel database and employee personnel files.

Highlighted Competencies:  Job Knowledge, Productivity, Communication, Interpersonal Skills

Recruitment and Training:

Manage recruitment and selection programs for civilian positions and, as requested, for police transfer opportunities. Assist with the development of the corporate training plan.

Highlighted Competencies:  Developing Others, Teamwork, Organizational Awareness

Reporting & Policy Development:

Assess, establish, implement and evaluate a complete range of operating and administrative policies and practices for Human Resources in accordance with the policies established by Guelph Police Services Board and with the administrative directions set by Executive management. Provide research and advisory services on a broad range of human resource issues, in order to ensure legislative compliance and a proactive approach to employment policies. Attend Guelph Police Services Board meetings as required. Develop or direct development of reports and presentations as required.

Highlighted Competencies:  Job Knowledge, Productivity

Collective Bargaining and Grievance Procedures:

Provide information, as required, to the Executive and Guelph Police Services Board prior to and during the collective agreement negotiation process by conducting research, preparing synopsis reports for negotiation package briefs and presenting information during negotiations concerning related issues, costs or policies as requested.

Provide advice to supervisors regarding grievances. Assist the Executive in the preparation of responses to Step 2 grievances.
Highlighted Competencies: Job Knowledge, Communication, Teamwork

Other:

Perform related duties as required.

**JOB COMPETENCIES:**

- Job Knowledge
- Productivity
- Computer/Technical Skills
- Communication (Oral & Written)
- Interpersonal Skills
- Customer Service (Internal & External)
- Teamwork
- Continuous Improvement
- Attention to Detail
- Development of Others
- Organizational Awareness

**QUALIFICATIONS:**

- University degree in Business Administration, Industrial Relations, Public Administration or a behavioural science;
- CHRL designation;
- An equivalent combination of education and progressive experience may be considered;
- Minimum 5 years experience in a progressively responsible Human Resources management/supervisory capacity in a unionized public sector/police environment
- Advanced practical and theoretical knowledge and understanding of principles, policies and procedures of effective Human Resources Management;
- Superior level knowledge of relevant federal, provincial and municipal legislation including the Police Services Act and Adequacy Standards, Ontario Human Rights Code, Pay Equity Act, Employment Standards Act, Labour Relations Act and the Workplace Health and Safety Act;
- Knowledge of Guelph Police Service policies, procedures and collective agreements considered an asset;
- Ability to work independently and collaboratively
- Demonstrated excellent written and oral communication skills
- Strong interpersonal, organizational and time management skills
- Sound understanding of and experience with budgeting concepts and processes
- Ability to work in a fast-paced environment involving sensitive/confidential information and multiple demands
- Demonstrated proficiency on computer and various office software including comprehensive knowledge of and experience with Human Resources Information Systems.

**WORKING ENVIRONMENT:**

- Climate controlled office
- Extensive sitting, listening and mental concentration
- Hours of work vary and may require some extended shifts to meet multiple deadlines
To apply: mail, fax or e-mail your resume by 4:00 pm on March 10, 2020 to:
Guelph Police Service
Human Resource Services Division
15 Wyndham St S, Guelph, Ontario, N1H 4C6
Fax: (519) 766-7798
Email – careers@guelphpolice.ca