

MANAGER, HUMAN RESOURCES

SUMMARY

The Manager, Human Resources is responsible for all aspects of human resources management and administration in the Trust and Columbia Power Corporation. This includes: human resources planning; the recruitment, selection and orientation processes for new employees; employee retention strategies; performance evaluation and employee training and development; employee relations; compensation and benefits administration; job evaluation and HR policy development. As well, the Manager collaborates with senior management on the development and implementation of human resources strategies. This is a management position reporting to the Director, Finance and Operations.

KEY ACCOUNTABILITIES

1. **Responsible of all aspects of human resources management.** The Manager:
 - Plans, organizes, directs, controls, and evaluates the operations of human resources systems to ensure their efficiency and effectiveness and that they support the employment relationship of employees from recruitment to retirement.
 - Plans human resource requirements in conjunction with other departmental managers.
 - Ensures that the selection of staff in the organizations are based on clearly defined selection criteria and plays a lead role in recruitment activities in cooperation with departmental managers.
 - Develops, administers and evaluates applicant testing as part of the selection process.
 - Plans, coordinates and conducts new employee orientation/on-boarding processes for new managers and staff.
 - Provides current and prospective employees with information about policies, job duties, working conditions, compensation, and benefits.
 - Develops and implements employee retention strategies including advising senior management on HR best practices consistent with being an “employer of choice”.
 - Ensures that performance evaluations are conducted departmentally on a timely basis for all regular staff and provides advice to staff and managers about performance evaluation and professional development planning.
 - Ensures that managers work with staff to incorporate the principles of continuous learning into their professional development plans; assists with the identification of training needs and the selection of appropriate programs; administers employee development programs and co-ordinates internal and external training.
 - Administers and evaluates employee compensation and benefit programs.
 - Provides advice and assistance to supervisors in the event of employee disputes, dismissals, and performance enhancement plans; provides coaching, guidance and, if required, direct assistance in addressing employee relations problems at the critical level.
 - Coordinates the classification and rating of job positions; drafts job descriptions and oversees the Classification Committee in conducting the job evaluation process.
 - Liaises with provincial departments/ministries with responsibility for compensation oversight.

- Develops and recommends personnel policies and advises and assists other departmental managers on the interpretation and administration of HR policies and programs.
- Collaborates with senior management on the development and implementation of organizational human resources strategies.
- Develops and/or administers special projects.
- Performs other related duties as assigned.

QUALIFICATIONS

Training and Experience

- A minimum of a Bachelor's Degree in Human Resources Management, Business Management or a related discipline OR an equivalent combination of education, training and experience.
- Current Certified Human Resource Professional (CHRP) designation.
- Four to six years of broad-based human resources generalist experience, including HR management best practices, with progressively increasing responsibilities
- Sound experience in conducting recruitment and selection, performance evaluation and management, coordinating training and development, benefits administration and job evaluation.
- Some experience in conflict resolution and coaching.

Knowledge, Skills and Abilities

- Maintenance of up-to-date knowledge in human resources management, related technologies and communication trends through extensive reading and continued training.
- Sound knowledge of the Trust's and CPC's objectives, operations and administrative and organizational structures.
- Sound knowledge of human resources management and organizational development best practices.
- Sound knowledge of the administration of employment contracts.
- Working knowledge of related legislation and regulations including the BC Labour Code, the Employment Standards Act and the Worker Compensation Act.
- Sound computer literacy including sound knowledge of and experience with MS Office 2007 software.
- Strong interpersonal skills including skills in leadership and team-building to create and maintain a positive, working environment that supports staff in productive work outcomes and professional development.
- Strong skills in negotiation, mediation, and conflict resolution.
- Ability to establish and maintain strong working relationships throughout the organization and to deal effectively with individuals at all levels in the organization in a variety of consultative and collaborative processes that may be departmental or organization-wide.
- Ability to clearly express views, ideas and facts effectively both orally and in writing.
- Ability to exercise a professional manner, initiative, tact, diplomacy and discretion in dealing with a wide range of contacts and to develop and maintain strong relationships.
- Ability to exercise initiative and bring sound independent judgment to resolving complex issues.
- Ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.
- A strong commitment to collaborative and consultative processes.
- Ability to maintain a high degree of confidentiality.