

## Director of Human Resources

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### Why City of Woodstock?

Known as the Friendly-City, Woodstock is located in the heart of Oxford County and blends big city conveniences with a small-town feel. With a growing population of over 45,000 welcoming citizens, Woodstock residents place high value on our small-town atmosphere, while enjoying urban amenities. The City is a great place to call home with amazing parks and trails, fantastic amenities as well as wonderful arts and cultural facilities. At the crossroads of highways 401 and 403, Woodstock has a thriving manufacturing sector and opportunities in agriculture, education and healthcare and convenient access to communities across Southwestern Ontario. Visitors can enjoy the City's many festivals and delight in the many local shops and restaurants in Downtown Woodstock.

### What We Offer

When you work for the City, you get to be part of an incredible team of dedicated people with a range of skills and experiences to share. Our team works together to help build a strong, connected community where people have access to the services they need, while enjoying a relaxed lifestyle. Other great benefits to working at the City of Woodstock:

- Join a growing and dynamic organization offering rewarding careers,
- Competitive Wages,
- Join a Defined Contribution Benefit Pension Plan (OMERS) where employee contributions are matched by the City,
- Training opportunities to support you in this role,
- And a great working environment for individuals committed to making a difference, just to name a few.

### Position Overview

The City of Woodstock welcomes candidates of diverse backgrounds to support a growing community, committed to fostering a collaborative and inclusive work environment. Reporting to the Chief Administrative Officer (CAO) and a key member of the Corporate Leadership Team, the Director of Human Resources is a trusted, strategic business partner and collaborative colleague who anticipates both challenges and opportunities for the organization, provides expert advice and feedback while ensuring compliance with policies, procedures, employment legislation and collective agreements.

A passionate culture builder who will be responsible for cultivating an inclusive, supportive and agile workplace where staff feel safe, engaged and inspired to deliver valued services to the community.

An experienced talent manager who will build off best practices to establish initiatives to guide onboarding, performance management, career development, succession planning, and employee retention.

A skilled negotiator and labour relations expert who will use their expertise in employee and labour relations, operations, compensation and benefits, and organizational development to lead collective bargaining negotiations.

If you want to grow and build within our community and you have a degree in Human Resources, Business Administration or related discipline, as well as experience working in a senior-level Human Resources leadership role in a unionized environment, we would love to hear from you!

## **Key Duties and Responsibilities**

As a key member of the City's leadership team, you'll provide:

### **Strategic Leadership**

- Foster connections within the organization and build strong and respectful relationships with the senior leadership team to develop quality improvement and leading practice initiatives that enable them to deliver enhanced value to stakeholders via their people through in-depth HR insight and knowledge.
- Conduct strategic needs assessments, analyse Human Resources, Health and Safety data to identify themes and trends, and summarize and present data in formats appropriate for a senior audience.
- Consult with and advise senior management on organizational design (structure, processes), using a holistic approach to ensure effective operations within the organization.
- Partner with department heads to conduct capacity building and learning and leadership development needs assessments, to address short- and long-term needs.
- Develop an overall People and Culture Strategy consistent with the goals and objectives of the City that guides organizational culture, talent attraction and retention, employee development and engagement initiatives and labour relations.
- Support leaders across the organization in developing high performing teams through coaching and facilitation.
- Develop new Human Resources initiatives aligned with organizational objectives by identifying and researching human resources issues, contributing information, analysis, and recommendations to the senior leadership team.
- Champion the Health and Safety program, ensure legal compliance and commitment to continuous improvement, promote the reduction of occupational injuries and diseases, including promoting and protecting physical and mental health.

### **Talent Attraction, Development and Retention**

- Ensure fair and equitable recruitment practices are developed and maintained.
- Develop and execute a comprehensive talent acquisition and management strategy to attract, assess, and select high performing, skilled candidates.
- Work in partnership with senior leadership team to strategically identify critical organizational needs and prepare for future business requirements, including the development of a scalable knowledge base for critical talent, with in-depth insights and information regarding strengths, and development areas.
- Work closely with the communications team to incorporate and elevate the City's brand and reputation as an employer of choice.

- Establish and maintain key metrics to measure performance of talent management efforts and initiatives, including forecasting and tracking expenses related to recruitment, retention, and professional development initiatives.
- Oversee the job evaluation/classification systems and processes to ensure consistency in job classification allocations across the organization.
- Oversee the City benefits plan.
- Drive a culture of continuous learning, providing opportunities for employees at all levels to grow and develop their careers.

### **Operational Performance Management**

- Oversee management and employee actions by guiding the research, development and updating of policies, procedures, methods, and guidelines; communicating and enforcing organization mandate and values; support management by providing human resources advice and counsel and decisions as appropriate.
- Establish the overall framework, structure, strategies and programs for the Health & Safety, Wellness and EDI programs in compliance with provincial and federal legislation.
- Establish and evaluate benchmarks, goals, and objectives aligned with corporate strategic direction and priorities to enhance organizational performance. Establish performance metrics and monitoring systems.
- Use leading practices, research and quality improvement methodologies in the development and evaluation of Labour Relations strategies.
- Lead the administration and interpretation of the collective bargaining agreement, resolution of union grievances and negotiations with the City's various bargaining units.
- Support, coach, mentor and develop a team of Human Resources and Health and Safety professionals.

### **Financial Management**

- Responsible for preparation, presentation, management, and monitoring of the department's operating budget. Also responsible for corporate compensation and benefits budget management and related strategy and contemplation of enhancements or reviews of such budget processes and programs.
- Ensuring compliance with all city policies and bylaws for purchasing and tendering of Human Resources and Health and Safety related goods and services.
- Review bids for tender and purchase requisitions requiring approval for the department on contracted services in accordance with established policies.

### **Skills and Qualifications**

- Bachelor's degree in human resources, business administration, or a related field. A master's degree is preferred.
- 10+ years experience in HR leadership, preferably in a unionized environment.
- Experience overseeing a Corporate Health and Safety Program.
- Strategic leader and thinker, with experience in strategic planning, performance metrics, and analytics.

- Exceptional relationship management and facilitation skills, including the ability to negotiate, influence and work collaboratively with other senior leaders to achieve objectives.
- Demonstrated ability to develop and implement successful talent acquisition and retention strategies.
- Experience working on complex change initiatives including structural, operational, cultural and behavioral changes.
- Expert knowledge and experience with relevant legislation, common law, labour relations processes and collective agreement interpretation, including the ability to critically analyze and apply contract language to complex and divergent scenarios.
- Ability to formulate proactive strategy that can be translated into tactical objective activities; building and leading high performing professional team that are aligned with organizational objectives.
- Sound business acumen with an understanding of talent trends across all functions and markets.
- Skilled in development, implementation and evaluation of labour relations strategies, negotiation, facilitation, conflict management and mediation skills.
- A professional Human Resources Designation (CHRP/CHRL/CHRE) and/or professional Health and Safety Designation (CRSP) is an asset.
- Candidates with an equivalent combination of education, credentials and experience may be considered.

Salary range: \$128,643 – 151,344

Resumes and cover letters will be received via email to [hrcandidate@cityofwoodstock.ca](mailto:hrcandidate@cityofwoodstock.ca) no later than 4:00 p.m. September 20, 2024. The City of Woodstock is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply but advise that only those selected for an interview will be contacted.