

JOB DESCRIPTION

POSITION TITLE: Manager, Human Resources

REPORTING RELATIONSHIP:

The position reports directly to the Executive Director of Human Resources and a full time Human Resources Advisor, Human Resource Technician and half-time Payroll and Human Resource Technician report to this position.

ORGANIZATIONAL CONTEXT:

College of the Rockies is philosophically committed to continuous quality improvement in the provision of educational and training opportunities. Strategic planning and operational practices are constantly scrutinized and revised to meet this primary objective. This dynamic environment challenges each individual to contribute to the organization's success through the exercise of entrepreneurial skills and team ethics.

MAJOR FOCUS:

Under the leadership of the Executive Director of Human Resources, this position is accountable for contributing to the development and implementation of innovative human resource management strategies and approaches, to accomplish the goals and objectives of the organization.

IMPACT OF DECISIONS:

The decisions of this position contribute directly to the success of the human resource management program and therefore to the achievement of corporate objectives. A particular responsibility of this position, in conjunction with the Executive Director, is to promote a human resource management philosophy which embraces change and seeks opportunities to maximize human contribution. The success of this position in this regard can be measured through specific decisions and demonstrated by subsequent choice of actions. College management looks to the Human Resources Department as a model for human resource management practices, which further expands the impacts of this position's decisions.

MAJOR ACCOUNTABILITIES:

1. Provide advice and assistance to the Management Team at the College on contract administration, including contract interpretation and application, grievance handling, research on arbitral jurisprudence and legal precedents, strategizing employer position, drafting of grievance replies and Memoranda of Agreement, and discussing issues for resolution with union representatives.
2. Provide advice and guidance to managers and administrators on general human resource management in the areas of performance management, job evaluation/classification, recruitment and selection, policy development and application, and staff training and development.
3. Promote positive union/management relations through effective communications and problem solving with local stewards, executive officers, and union business agents/staff representatives. Involved in the initial grievance meetings.
4. Planning, development, coordination and implementation of a comprehensive Health & Safety Program, including acting as the Management representative and co-chair of the College's Health & Safety Committee

5. Assists the Executive Director and participates on policy development committees, researching critical issues, drafting new policies, or revising existing policies.
6. Assist the Executive Director and management teams to identify key issues for bargaining, determine priorities, draft bargaining demands, research supporting data and develop rationales, develop negotiations strategy, and crafts contract language. Provides resource services and is a member of the bargaining committees and negotiating teams.
7. Responsible for ensuring College wide recruitment processes are aligned and consistently applied. This will involve the provision of advice and guidance to managers and department heads on staffing matters, resource planning, and sourcing strategies. Chairs interviews, conducts references checks, calculates placement on salary scale, negotiates offer with the successful candidate and notifies all candidates about the outcome of the interviews.
8. Participates on and lends expertise to the CUPE and CORFA Labour/Management Committee and assists the Executive Director with the mandate of the Committee, as required.
9. Manage the CUPE job evaluation/classification committee.
10. Member of the Student Opportunity fund committee, responsible for seeking both unions approval on positions and advising the committee.
11. Oversees Performance Management for the Management group and Support Staff.
12. Oversee the development and implementation of the College of the Rockies disability and absence management programs, all accommodation requests and employee health and wellness programs.
13. Chair the College's Joint Employee Family Assistance Program Committee.
14. Oversee the Employee Recognition Program.
15. Oversee CUPE and Faculty professional development committees, employee orientation and training.
16. Supervises a Human Resource Advisor, Human Resource Technician and a half time Payroll and Human Resource Technician.
17. Other related duties as required.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES:

- Degree in Human Resources Management or equivalent, plus five to seven years of directly related experience in human resources,(ie labour relations, unionized work environment, disability and absence management, health and safety, recruitment, employee wellness, professional development and training).
- A CHRP designation would be an asset.
- Excellent communication skills, including the ability to develop trust and cooperation with others
- Highly developed analytical and critical thinking skills
- Excellent judgment and demonstrated problem solving, consultative, persuasive and conflict resolution skills to provide sound direction and advice on a variety of complex human resources issues
- Expert knowledge of labour and human rights legislation, union/management relationships and processes, collective bargaining strategies and dispute resolution techniques.
- Proficiency in the use of computers