



NOTICE OF JOB VACANCY

POSITION: HUMAN RESOURCES TEAM LEADER

Date: February 14, 2022

DUTIES: The Human Resources Team Leader comes under the direction of the General Manager with the primary responsibility of providing employee and labour relations functions support for the company. The general scope of duties for this position is:

- Leads the collective bargaining process for the company.
 - Co-Chairs the Wage and Standing Committees.
 - Administers the Labour Agreement.
 - Manages the grievance procedure.
 - Directs corrective action related to disciplinary processes and absenteeism control.
 - Represents the company in investigations related to complaints under the Employment Standards Act, Human Rights Act, and Privacy Act.
 - Administers Manpower Plans for Salaried and Hourly manning.
 - Manages the recruitment, placement, induction, and orientation of Salaried and Hourly employees.
 - Administers the Salary Compensation system.
 - Directs the authorization of changes to the employment status of employees and all conditions of employment including wages, salaries and benefits.
 - Manages the administration of employee Health and Welfare Benefits.
 - Supports employee succession and development plans for the company.
 - Chairs the company Donation Committee and supports activities that enhance the company's employee and public relations.
 - Co-chairs the company sponsored Employee & Family Assistance Program.
 - Provide support for the employee ownership model through consultation with the HEOG Board and provide administration support for the Board.
 - Assist the General Manager in the development, implementation and interpretation of company policies associated with human resources management.
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QUALIFICATIONS:

The personal attributes required for this position are:

- A demonstrated ability to work cooperatively with people to achieve results;
- Sound knowledge and experience the application of the principles of Human and Labour Relations management in unionized work environment.
- Excellent verbal and written communication skills;
- Sound knowledge of desktop computer and human resources enterprise software applications;
- Strong administrative skills;
- Ability to work effectively in a team environment;
- Demonstrated supervisory skills and leadership abilities;
- Must be able to respond to complex and changing business conditions in a calm and professional manner.
- Post-Secondary degree or diploma in a discipline related to Human Resources management.

Salary: Position is within Salary Group 15

To apply for this position, please contact Grant Brebber at local 4201 or email gbrebber@harmacpacific.com by the closing date of **February 28, 2022**.
