
Employment Opportunity Available

Manager of Human Resources Full-Time, Temporary Position (Maternity Leave)

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the temporary position of **Manager of Human Resources**.

Position Summary

Reporting to the Chief Administrative Officer, the Manager of Human Resources is responsible for leading all Township human resources activities including recruitment, performance management, employee relations, salary and benefits administration, payroll, WSIB claims administration and health and safety. As a member of the Senior Management Team, the Manager of Human Resources also maintains and enhances the organization's human resources by planning, implementing, and evaluating human resources policies, programs, and practices. The Manager of Human Resources also manages and supervises human resources staff including the HR/Payroll and Benefits Coordinator and oversees the payroll function.

Qualifications and Experience

- Successful completion of a University Degree in Human Resources Management, Labour Relations or Business Administration.
- Minimum of 5 to 10 years' related work experience, preferably in a municipal environment.
- Completion of the Certified Human Resources Leader (CHRL) designation preferred.
- Experience in human resources with exposure to recruitment and selection, policy and guideline development, performance management, employee relations, disability management, and payroll, pension and benefits administration.
- Excellent verbal and written communication skills are required to provide accurate, timely and complete information in a political and customer service environment.
- Strong interpersonal skills to respond to general inquiries and liaise with other departments and government agencies / officials on municipal related matters.
- Ability to coordinate multiple tasks, balance multiple demands and address tight timelines with frequent interruptions.
- Computer literacy in a Windows environment utilizing Microsoft Office applications; proficiency with Microsoft Dynamics GP and Questica is an asset.
- Ability to demonstrate tact and discretion in handling matters of a confidential nature is critical.

- Ability to work occasional hours beyond the normal work week, including evenings and weekends to accommodate deadlines, work projects or meetings.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.

Salary range: Level 8 - \$93,749.42 to \$106,890.65 (2018 rate) per annum based on a 35 hour work week.

Note: Please note that this is a temporary position to cover for a maternity leave up to 18 months with an anticipated start date beginning in November 2018.

Note: All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Resumes will be accepted until **12:00 noon on Friday, October 26, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Manager of Human Resources Competition

Attention: Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.