



CITY OF DIEPPE
Human Resources Department

Job description

DIRECTOR OF HUMAN RESOURCES

NATURE AND SCOPE OF ROLE

Located in the heart of Acadia, Dieppe is a modern city that has enjoyed an enviable reputation and strong growth for several years. It is a French-speaking city that offers bilingual services and boasts a stable, safe, and dynamic environment, a sense of community spirit, and numerous parks, green spaces and trails. With its modern recreational facilities, arts community, family events and transit system, as well as its environmentally friendly focus on business and economy, the City serves a population of approximately 30,000 and employs over 200 staff members.

SUMMARY

Reporting to the City's Chief Administrative Officer, the Director of HR acts as a strategic leader of the management team by ensuring the planning, organization, direction, control, and evaluation of all activities related to HR administration and labour relations in accordance with the various relevant acts and regulations. The incumbent's mandate is to develop policies and implement programs and procedures for HR planning, recruitment, collective agreement negotiation and interpretation, diversity, equity and inclusion, training, skills development, job classification and appraisal, compensation and benefits administration, and occupational health and safety and wellness.

The Director of HR, operating primarily in a French-speaking work environment, actively participates in various committee meetings, including those of City Council, and provides expertise to city authorities and departments in accordance with the City's vision and best practices in HR management, including diversity, equity, inclusion and wellness.

RESPONSABILITIES

More specifically, the Director of HR:

- develops, plans, organizes, oversees, and assesses HR strategies, policies and processes, ensuring competitiveness and compliance with government legislation, in conjunction with other city departments
- plans, coordinates, and directs labour relations programs and policies, in particular the collective agreement negotiation process and its interpretation and application, the management of grievances and various other requests, strategies for arbitration and the maintenance of effective union relations
- advises, coaches, and supports managers on HR issues including labour relations, diversity, equity and inclusion, benefits, disability compensation, case law, recruitment, performance management, disciplinary processes, conflict, petitions, new employee orientation and other HR processes
- identifies workforce needs, provides direction on job descriptions, appraisals, and classifications, and develops and implements recruitment, pay equity and organizational development strategies (such as succession plans, recognition programs, work-life balance, etc.), in order to promote a positive and inclusive organizational culture

- identifies and responds to organizational needs for occupational health and safety development, prevention, and training and ensures the implementation and enforcement of a safe work environment pursuant to New Brunswick's Occupational Health and Safety Act
- establishes, negotiates, and renews benefit, health and pension programs with suppliers and consults with external professional sources regarding legislation, employment standards, human rights, investigations, and labour relations
- ensures the effective management and ongoing training of resources and the budget of the department to ensure sound management of operational HR

MANDATORY REQUIREMENTS, KNOWLEDGE AND SKILLS

Education

- A university degree in HR management, labour relations, administration, or a related field

Experience

- A minimum of ten (10) years of experience including in a management role in HR and labour relations in a unionized environment
- Municipal experience would be an asset
- An HR management designation such as CHRP

Knowledge

- Extensive knowledge of all aspects of HR management, including HR best practices and legislation applicable to employment standards, labour relations, diversity and inclusion, health and safety, wellness, and human rights
- Strong project management skills to establish programs, policies, etc.

Skills

- Strong skills in mentoring, coaching, intervention, facilitation, communication, persuasion, negotiation, and change management
- Ability to maintain harmonious working relationships with unions and their members
- Strong analytical and organizational skills and the ability to synthesize information and to manage several files simultaneously and in complete confidentiality
- Ability to deal with management, elected officials, staff and the various individuals interested in joining the City of Dieppe
- Extensive knowledge of Microsoft Office (Word, PowerPoint, Excel, Outlook)

HORAIRE DE TRAVAIL

- Trente-cinq (35) heures par semaine (Être disponibles les soirs et fins de semaine à l'occasion)

SALARY

Based on the current salary scale

N.B.: The above statements reflect the characteristic aspects of the job in question and are intended to describe the general nature and level of work performed. They should not, however, be considered an exhaustive list of all the responsibilities, duties, abilities, and inherent requirements of the position. All staff members may, from time to time, be required to perform duties outside their normal responsibilities, as needed.

Please note that the municipality officially declared itself a francophone city offering bilingual services in 2000. (*Municipal Administration Language Policy A-9*) As the language of work is French, all employees must be able to communicate orally and in writing in English and French.

Revised December 2, 2020 - Human Resources Department