Greater Napanee
GREATER FOR MANY REASONS

Human Resources Manager – 1 Year Temporary – Executive Services

Reporting to the Chief Administrative Officer, the successful applicant is responsible for overseeing all aspects of human resources practices and processes. This role supports business needs and ensures the proper implementation of company strategy and objectives. The HR Manager promotes corporate values and enables business success through human capital management, including job design, recruitment, performance management, training and development, and employee relations. The position will work 35 hours per week. This is a one-year contract position.

Responsibilities:

- Provide strategic HR advice and guidance to the CAO, Senior Leadership Team, managers and supervisors on a broad range of human resources matters.
- Lead employee and labour relations, including collective agreement interpretation, grievances, discipline, workplace investigations, conflict resolution and collective bargaining.
- Oversee recruitment and staffing activities, including workforce planning, job postings, selection, employment offers, onboarding and employment transitions.
- Provide coaching and support to managers and supervisors on performance management, attendance, employee development and complex workplace matters.
- Manage employee disability, accommodation and return-to-work matters, working collaboratively with employees, supervisors, insurers and other appropriate parties.
- Develop, review and administer HR policies, procedures and programs and ensure compliance with applicable employment legislation and collective agreements.
- Provide oversight of compensation and employee benefit programs, including compensation reviews and salary benchmarking.
- Support occupational health and safety, employee wellness, engagement, training and organizational development initiatives.
- Provide leadership and direction to Human Resources staff, establishing priorities and ensuring responsive, professional and confidential HR service delivery.
- Participate as a member of the Corporate Leadership Team and support organizational planning, workforce planning and change-management initiatives.

Qualifications:

- Post-secondary education in Human Resources, Business Administration or a related discipline.
- A CHRP designation or equivalent professional HR designation is considered an asset.
- A minimum of five years of progressively responsible Human Resources experience.
- Demonstrated experience in employee and labour relations, recruitment, performance management and policy development.
- Experience working in a unionized environment.
- Strong knowledge of applicable employment and labour legislation.
- Demonstrated conflict-resolution, negotiation and problem-solving skills.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated ability to exercise sound judgment and manage confidential and sensitive matters.
- Strong organizational skills and the ability to effectively manage competing priorities.
- Proficiency with Microsoft Office and HR information systems.

Assets:

- Municipal or broader public-sector HR experience.
- Experience with collective bargaining, grievances and arbitration.
- Experience conducting or overseeing workplace investigations.
- Experience managing disability, accommodation and return-to-work matters.
- Supervisory or management experience.
- Experience providing HR advice directly to senior leadership.

Salary Rate: $98,024 - $114,675 per year

Interested applicants should forward a resume and cover letter marked: Human Resources Manager File #23-2026, no later than noon, November 13, 2026 to: hr@greaternapanee.com.

Applications should be submitted as one document (PDF Preferred) with the file name Last Name, First Name - Competition number (Ex: Doe, Jane - #21-2026).

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.