

Full-Time Employment Opportunity
Manager, Human Resources
Salary Range: \$115,356-\$134,950

Reporting to the Chief Administrative Officer, as a member of the senior management team, this position is responsible for overseeing all Human Resources functions within the organization. The Human Resources Manager provides leadership and subject matter expertise to management and staff in a variety of areas such as employee and labour relations, policy & collective agreement interpretation, coaching, organizational design, staffing, investigations, attendance management, and training and development. The HR Manager also has functional oversight of the following corporate HR programs: health, safety and wellness; disability management and attendance support; recruitment and onboarding; employee engagement; and performance management.

MAJOR RESPONSIBILITIES:

A. Staffing:

- Corporate recruitment processes including staffing needs analysis, attraction methods (job postings, advertising, etc.), screening, interviewing, selection, pre-employment assessments, and preparing offers of employment. Coordinate with external staffing agencies, as required.
- Provide coaching and support to hiring managers through staffing, recruitment and on-boarding processes.
- Work collaboratively at department and divisional levels to help design new structures and jobs to meet the ongoing operational needs, including development of organizational charts and job descriptions.
- Oversight of succession plan for the Township.
- Provide expertise and guidance to managers and staff on disability and other accommodation requests.

B. Compensation and Benefits:

- Lead job evaluation processes, including maintaining current job descriptions and job evaluation records.
- Lead attendance support programs including managing short term disability and long-term disability claims, return to work plans, accommodation and modification.
- Negotiate salaries based on the current salary grids.
- In coordination with the Finance Department, administer pay practices as per the collective agreement.
- Answer basic benefit inquiries from staff and management regarding entitlements.
- Answer questions on sick leave administration.

C. Organizational Development:

- Conduct needs analysis for departments and prescribe training and development.
- Recommend external training programs, trainers and/or methods to respond to department training needs.
- Coordinate and lead instruction on various topics including but not limited to: leadership development, change management, Personality Dimensions, team development, crisis intervention, and dealing with difficult people.
- Oversee performance management and employee development programs.
- Provide project management for organization-wide-people initiatives.
- Chair the Engagement and Wellness staff committee; organize and facilitate events and team engagement activities.

D. Employee Relations:

- Conduct investigations, advise on policy violations, and make recommendations for corrective actions.
- Assist managers to implement performance improvement plans.
- Provide advice on disciplinary matters such as past practices, the appropriate level and type of discipline, and whether or not to discipline.
- Develop comprehensive reports and present the findings and conclusions to senior management, Council, and the employee(s) involved.
- Conduct terminations as needed.

E. Labour Relations:

- Lead negotiations for the Township on collective agreement contracts, grievances, hearings, memorandums of understanding, etc.
- Liaise with the various provincial ministries, boards, external lawyers, consultants, insurance brokers & carriers, and other municipalities as needed.
- Provide advice and guidance on matters pertaining to collective agreement administration.
- Advise management staff of Memorandum of Settlements and how they affect their department.
- Provide advice on legislation-related issues such as the Employment Standards Act, Labour Relations Act, Human Rights Code, etc.
- Attend grievance meetings, mediation and arbitration hearings.
- Implement grievance or arbitration settlements.
- Ensure the grievance process is conducted in accordance with the relevant collective agreement, legislation, and arbitral jurisprudence.

F. Policies and Procedures:

- Identify and develop HR policies and procedures for the Township.
- Examine past/current practices to ensure consistency within department/Township, and identify issues that may lead to policy development, training, etc.
- Review and recommend changes to current HR policies.

G. Leadership

- This position oversees the HR Advisor role and provides guidance and support, coaching and counseling; feedback and performance appraisal.
- Sets goals for the department in collaboration with the HR Advisor and evaluates progress.
- Ensure quality service is delivered to all staff.

H. Additional Responsibilities:

- Oversee the Inclusion, Diversity, Equity, Accessibility staff committee
- Responsible for oversight of Health and Safety for the Township; accountable for policies regarding the safety and security of employees and facilities and ensuring that employees work safely and in compliance with the relevant statutes, regulations, and safe work procedures and directives as established by the Township.
- Undertake special projects and perform other related duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Labour Relations and/or Human Resources or Bachelor's Degree and post-graduate Diploma in Labour Relations and/or Human Resources.
- A minimum of five (5) years' experience in a HR management role in a unionized setting.
- Labour relations and collective bargaining experience in a municipal or public sector environment.
- Demonstrated experience in benefits, staffing, compensation, and first line collective agreement administration.
- Thorough knowledge of employment legislation; collective agreements; Occupational Health and Safety Act; Ontario Human Rights Code; Township Policy Manual; and HR policies and procedures.
- Certified Human Resources Leader (CHRL) designation is an asset.
- Adult Educators Certificate is an asset.
- Valid Class "G" Ontario Driver's License, with regular access to a vehicle for corporate matters.

COMPETENCIES REQUIRED:

- Extensive mediation and negotiation skills.
- Demonstrated problem-solving and conflict/dispute resolution skills.
- Sound decision-making skills and the ability to think strategically to solve complex issues and create innovative solutions.
- Superior consultative and written/verbal communication skills, including dealing with difficult people/situations.
- Training, facilitating and presentation skills.
- Coaching and mentoring skills, and the ability to build effective teams and develop others.

- Strong organizational and time management skills.
- Ability to establish credibility with clients, both internal and external and effective interpersonal communication.
- Knowledge of computer and related software programs.

A full job description is available upon request. Please email resumes@scugog.ca to request a copy.

The successful candidate must provide, prior to commencing employment, a satisfactory criminal reference check from Canadian Police Information Centre.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.

Please submit a cover letter and resume outlining current experience, background, and education, no later than 4:30 p.m. on **October 28, 2026**. Replies should be addressed to Valerie Ratchford, Human Resources, resumes@scugog.ca.

This posting is intended to fill an existing vacancy. Artificial intelligence will not be used to screen, assess, or select applicants for this position.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted.

Personal Information will be used to determine eligibility for potential employment and is pursuant the Municipal Freedom of Information and Protection Privacy Act.