



KIRKLAND LAKE

THE RIGHT ENVIRONMENT

Town of Kirkland Lake Supervisor of Human Resources

The Town of Kirkland Lake is seeking a human resources professional to join our team. Reporting to the Manager of Corporate Services, this position is responsible for providing professional human resource consultation in areas such as employee relations, compensation and benefits, disability management, recruitment and selection, performance management and organizational planning and development.

Key Duties:

- Provides advice, counsel and manages the day to day matters related to the Collective Agreement interpretation and labour relations practices;
- Participates in labour negotiations, collective agreements and the bargaining process;
- Provides mediation and resolution of conflicts requiring the interpretation of the collective agreement, human resources policies and procedures, or relevant legislation;
- Provides consultation and support to supervisory staff with respect to performance management
- Develops and implements job descriptions and compensation plans;
- Provides counseling and coordination to management and staff on disability matters, including the early intervention and return to work process;
- Consults with legal counsel, as required, to ensure that practices and policies comply with provincial and federal legislation and adherence to the collective agreement;
- Provides leadership to employees, work groups, programs and/or committees
- Supervises the Health and Safety Coordinator and other external consultant staff as required

Qualifications:

- University Degree in Human Resources or other similar field of study;
- Membership in Human Resources Professional Association of Ontario;
- Minimum 2 years experience in a HR generalist role, including exposure to labour relations, compensation, benefits and human resource administration;
- Excellent knowledge of legislation governing human resources and labour relations such as the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, etc.;
- Excellent knowledge of the interpretation and application of a collective agreement
- Excellent knowledge of Human Resource Information Systems (HRIS)
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required

Salary range is \$68,996 – \$82,813 and in addition the town offers generous health & dental benefits, participation in the OMERS pension plan and a healthy work-life balance vacation entitlement.

If you are qualified and appreciate the natural beauty and the low cost of living in northeastern Ontario, please apply in confidence **Wednesday, January 24th, 2018, 3:00 p.m.**

Human Resources Coordinator
Town of Kirkland Lake
PO Box 1757
Kirkland Lake, ON P2N 3P4
E-mail: jobs@tkl.ca
Fax: 705-567-4707



~ AS GOOD AS GOLD AT 100 YEARS OLD ~

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE
Postal Box 1757, 3 Kirkland Street, Kirkland Lake, Ontario, Canada P2N 3P4
T (705) 567-9361 F (705) 567-3535
www.kirklandlake.ca

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE ON REQUEST

We thank you for your interest in working for the Town of Kirkland Lake. Only those selected for an interview will be contacted.