

Director, Human Resources Peterborough County, Ontario

Located a 90 minute drive northeast of Toronto, **Peterborough County** is an upper tier municipality of more than 57,000 residents distributed over a 4,000 square kilometre area, comprised of 8 townships and bounded by the Counties of Haliburton, Hastings and Northumberland and the City of Kawartha Lakes. The southern half of Peterborough County is agricultural, with several small urban communities. The northern half consists of lakes, rivers and diverse landscape - popular for seasonal recreational use. Kawartha Highlands Provincial Park, Lang Pioneer Village Museum, and the Kawartha Lakes are major tourist attractions in the County for cottaging, marine sports, fishing and many other outdoor activities. The Trent-Severn Waterway makes its way through many lakes in the Kawarthas; cottages dot the shorelines and the region swells with tourists, cottagers, fishers and adventure seekers all year round.

With an annual budget of \$75 million, Peterborough County directly provides services such as Public Works, Emergency Medical Services and Land Use Planning. The County also funds, and County representatives participate in the governance of, several other services such as: Social Services & Housing, Public Health, Long-Term Care, Regional Economic Development, and Provincial Offences Court.

More information is available at www.ptbocounty.ca

Overview

Reporting to the Chief Administrative Officer (CAO), the **Director, Human Resources** will be responsible for the strategic leadership, development and day-to-day administration of the Human Resources Department and corporate human resources portfolio. Areas of accountability will include Employee & Labour Relations, Recruitment, Organizational Development, Staff Training & Development, Compensation, Client Services to operating departments and Health & Safety. Key responsibilities will include developing and implementing HR programs/policies and strategy aligned with corporate goals & direction; providing HR services in support of departments and advice/recommendations to County Council; negotiating collective agreements and fostering effective relationships with unions; and being an active partner with the CAO and Leadership Team in building organizational capacity and a workplace culture that is high-performing, collaborative, accountable and values-driven. Key responsibilities will include:

- Leading the design and delivery of corporate human resources and employee services that are forward-thinking and client-focused, specifically staff training and organizational development, policy and program development, labour and employee relations, recruitment and orientation, compensation development and salary/benefits administration, health & safety, and WSIA Administration.

- Developing and recommending, in consultation with the Chief Administrative Officer and Leadership Team, human resources strategies that advance Council's priorities, corporate strategic vision/direction and workplace culture.
- Developing, recommending and implementing corporate human resource policies, products and programs; making use of Leadership Team and/or cross-functional teams for consultation where beneficial; developing effective education/communication strategies to ensure understanding of policies and programs; advising on and monitoring the interpretation/application of policies, procedures and collective agreements throughout the corporation and designing/streamlining Human Resources business processes to enhance efficiency/effectiveness.
- Providing strategic direction to labour relations, recommending corporate strategies for collective bargaining, leading negotiations, facilitating labour/management meetings and coordinating grievance/dispute resolution processes where required. Fosters amicable relations with unions and employee groups.
- Directing and providing client-focused Human Resources generalist services to line departments including recruitment and staffing, policy and collective agreement interpretation/application, human resources planning, advice on problem-solving/dispute resolution, and other HR generalist services; institutes mechanism to ensure corporate consistency and collaboration where human resource decisions/needs may impact other departments and/or the corporation as a whole.
- Developing effective attraction/retention strategies for the County. Providing strategic leadership to compensation development, employee recognition, Accessibility for Ontarians with Disabilities (AODA) and managerial competence. Tracking recruitment and retention; promoting the County as an employer of choice and undertaking outreach where beneficial to ensure a sustainable, diverse and high-performance workforce; ensuring effective orientation of new hires; formulating exit strategies where beneficial.
- Leading and directing Pay Equity compliance, Job Evaluation, pension and benefits, market surveys, incentive programs; overseeing the payroll function, in collaboration with Finance where necessary, to ensure efficient and timely administration of payroll and benefits, and associated reporting requirements.
- Assessing training, organizational development and change management needs in consultation with Leadership Team; developing and recommending mechanisms to meet identified needs including organizational reviews, corporate training, performance development, career pathing, succession planning, and mentoring programs; overseeing the training, talent management and organizational development function.
- Championing the Corporation's Health & Safety programs and fostering commitment to safety and wellness throughout the Corporation's workplaces and workforce; administering corporate compliance with the WSIA and modified work programs where necessary.

- Monitoring best practices and trends within the municipal and human resources field, proposed amendments to employment legislation/regulations, researching and assessing the benefits/implications to the County; and making recommendations on new programs or policy revisions to ensure employer obligations are met and HR practices are contemporary and strategic.
- Responding to enquiries from, and/or liaising/consulting with SMT, line departments, unions, cross-functional teams, labour law counsel, elected/appointed officials, service suppliers, other governments/agencies/organizations, etc., with respect to corporate human resources issues and/or the provision of human resource services.
- Preparing reports, making recommendations and presentations, providing advice/counsel and attending Leadership Team (LT), Council/Committee and/or other meetings, as required.
- Assessing human resources program/service and staffing needs, making recommendations on staff complement, organizational design changes and/or other service delivery mechanisms within the Human Resources Department; recruiting/hiring Department staff and/or retaining external resources where beneficial.
- Providing leadership to Human Resources staff including performance planning and review, training and development, team building, coaching/mentoring, problem-solving/dispute resolution, discipline, safety, and promotion/transfer/termination decisions; oversee/administers contracts with external resources where applicable.
- Overseeing the preparation/recommendation of the annual budget for the Human Resources Department; monitoring authorization of purchases; formulating terms of reference and evaluative criteria for major studies/projects, training initiatives, administering approved contracts; providing input into the corporate annual budget process on matters related to human resources issues/programs such as negotiations contingencies and benefits cost changes.
- Participating as a member of the Leadership Team (LT), providing input on corporate planning, human resources, and strategic initiatives; leading project teams and championing Council's vision and strategic priorities.
- Undertaking representative duties as Director of Human Resources with affiliated organizations and inter-municipally, providing testimony at grievance settlement hearings, arbitrations, with court, tribunal and/or other judicial proceedings.
- Acting as a Member of the County Emergency Operations Control Group as the Public Inquiry Officer; participating in emergency training and mock disasters and responding to emergency situations.
- Working collaboratively with County Townships, which from time to time may include providing HR consulting services and guidance as requested and approved.

Direct Reports

5 direct reports - Manager of Human Resources, Human Resources Specialist, Human Resources Analyst, Payroll Administrator, Human Resources Assistant.

Desired Qualifications and Experience

- University degree in Human Resources/Industrial Relations or a related discipline. Post-graduate studies in management and/or public administration beneficial.
- Eligibility for/holder of the CHRP or SHRP designation(s) from the Human Resources Professionals Association (HRPA) preferred.
- Significant executive-level human resources experience with a broad portfolio in a public and/or private sector environment, including successful experience in a multi-union workplace. Municipal experience beneficial.
- Computer literacy in an MSOffice environment; fundamental understanding and/or experience with HR Information Systems (HRIS).
- Class "G" driver's license and reliable vehicle to use on corporate business.

Key Performance Competencies

- Excellent interpersonal, communication, teambuilding, problem-solving, client service, supervisory/managerial skills, negotiation, facilitation/coaching, and project/time management skills.
- Demonstrated ability to think and act strategically in a political and community/client service environment; to anticipate and plan for change, and align human resources programs/services with Council's strategic priorities and corporate goals/objectives.
- Excellent leadership role model. Ability to inspire trust and to act with integrity, objectivity and discretion. Ability to foster amicable relationships with unions and employee groups, to create enthusiastic staff teams, and build strong work relationships/partnerships. Ability to foster a workplace culture committed to teamwork, high-performance and accountability, and that welcomes and adapts to change.
- Thorough working knowledge of contemporary human resources practices, employment legislation, human rights and labour relations principles, collective bargaining and dispute resolution processes, compensation and payroll practices, organizational development/change management techniques; good knowledge of municipal functions/responsibilities, organizational structures, the legislative framework and current issues affecting local government in Ontario.



Feldman Daxon Partners Contact Information:

To express interest, please contact and/or forward your cover letter and resume (confidentially) to:

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About Feldman Daxon Partners www.feldmandaxon.com

Feldman Daxon Partners is Canada’s longest-standing national provider of executive search, career transition, and coaching/leadership development services. Since 1991, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in virtually every market sector, and across Canada. Regular communication, high quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada’s leading companies choose to partner with the professionals at Feldman Daxon.

Accommodation Needs and Protection of Privacy

Feldman Daxon Partners and our clients are committed to inclusion and diversity and we encourage applications from all qualified individuals. Accommodations are available for candidates taking part in all aspects of the selection process. Prior to any interview or meeting, please make your needs known by contacting us and informing us of your needs.

Personal information collected on behalf of our municipal clients in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with our clients only.