



City of Terrace

Human Resources Manager

The City of Terrace has an exciting opportunity for a qualified candidate to fill the position of Human Resources Manager. This position is responsible for carrying out human resources functions and providing support across a range of HR processes and practices. The position manages and consults directly with departments on the range of labour issues, occupational health and safety, recruitment, retention, employee engagement, collective agreement negotiations and administration, statutory compliance, grievance and arbitration management and employee training. This position also takes a leading role in programming and initiatives that contribute to the City of Terrace being an employer of choice in the region.

The successful candidate will be responsible for:

1. Develops and implements human resources strategies aligned with the City's objectives and operational plans
2. Provides guidance, coaching, and direction regarding labour relations and human resources to all staff, unionized and exempt, while ensuring consistency in the interpretation and application of collective agreements and City policies
3. Leads the full cycle recruitment processes including designing and implementing innovative recruitment strategies and employee onboarding systems.
4. Provides strategic advice and guidance on the development of staff to meet current and future operational needs. This includes oversight over the full employee lifecycle, including performance management and training & development.
5. Responsible for disability management, including administration and coordination of medical leave documentation, preparation of medical forms, ongoing communication, facilitation of return to work/stay at work plans and accommodations and claims management, both WorkSafe BC related or other.
6. Monitors and analyses HR metrics to inform decision-making and workforce planning. This includes sound understanding of compensation principles and trends, and job-related analyses.
7. Builds and maintains effective working relations with all employees, and acts as the primary point of communication with employees in regards to human resources policies, procedures, practices, and legislation.
8. Promotes an inclusive and respectful workplace by developing and maintaining programs that support employee engagement, wellness, and retention.

9. Fosters positive relationships with union representatives and ensures collaborative labour relations. Prepares for, coordinates, negotiates, and implements all aspects of the collective bargaining process for CUPE and IAFF unions.
10. Ensures compliance with labour laws, WorkSafe BC, and other applicable legislation. Communicates changes in legislation and best practices with relevant staff.
11. Coordinates the development, maintenance, application and updating of job descriptions and job evaluation methodology.
12. Manages all employee files making sure all information is current and maintained in a confidential manner.
13. Other duties, as assigned by the City Manager.

The successful candidate will have:

1. Bachelor's Degree in a relevant field, demonstrating education in Human Resources and/or Labour Management.
2. At least five years of labour relations experience, preferably in a unionized workplace. An equivalent combination of education and experience may be considered.
3. Experience working within or on behalf of a unionized environment.
4. A CPHR BC designation is preferred.
5. Comprehensive knowledge of relevant legislation such as the BC Labour Code, Employment Standards Act, BC Human Rights Code, Worksafe BC Regulation and Workers Compensation Act.
6. Strong communication, interpersonal, teamwork, and facilitation skills.
7. Ability to maintain a high level of confidentiality and discretion of all matters.
8. The ability to work independently and prioritize, plan and manage multiple projects with limited oversight. Sound research skills and the ability to problem-solve.
9. Proficiency in Microsoft Office (Word, Outlook, Excel) and Adobe.
10. Valid BC Drivers Licence.

This is a permanent, full-time position (35 hrs/week) with a yearly salary of \$118,014. The City of Terrace offers a competitive compensation package, learning opportunities, and work hours that enable an enhanced work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to Terri Williamson, Human Resources Manager at twilliamson@terrace.ca referencing posting #16-2025 no later than **4:30 p.m., Thursday March 20, 2025.**

We want to thank all applicants, however only those chosen for an interview will be contacted.