



Human Resources Specialist

The **Municipality of Kings** is one of the fastest growing regions in Nova Scotia. Kings is both urban and rural, offering exceptional life-style opportunities to its residents. Under the direction of the Chief Administrative Officer (CAO), the Human Resources Specialist is responsible for the day-to-day management of the organization's Human Resources, Occupational Health and Safety program and the development and administration of Human Resources policies.

Reporting to the CAO, the successful candidate will:

- Manage all recruitment activities including participating on interview panels, development of recruitment tools and negotiation of offers with prospective staff members;
- Prepare, maintain, and update the Municipality's Occupational Health & Safety (OH&S) programs and policies to ensure compliance with legislative requirements;
- Prepare, maintain, review and update Human Resource Policies;
- Regularly review and update the Performance Management System and provide support and guidance to Directors, Managers, and Employees;
- Provide functional advice to Management, Employees and the Union with regard to employee and labour relations issues;
- Assist with the development of collective agreement proposals, participate during negotiations and support the implementation of the collective agreement;
- Assist Directors/Managers in evaluating requests for training and education opportunities;
- Maintain the Job Evaluation process as per the collective agreement and ensure the Joint Job Evaluation Terms of Reference are followed; and
- Advocate on behalf of Employees for necessary or desired environmental or process changes.

Desired Qualifications:

- Completion of a Bachelor Degree in a field related to human resource management or completion of a post-graduate human resources management studies program;
- Minimum of five (5) years related HR Generalist experience, preferably in a public sector/unionized environment;
- CPHR designation an asset;
- Formal training in Occupational Health and Safety, including Workplace Inspection and the Internal Responsibility System is an asset;
- Must have excellent written and verbal communication skills and the ability to maintain absolute confidentiality;
- Ability to use Microsoft Outlook, Word, PowerPoint and Excel at an advanced level. Familiarity with ADP, SAP, or other HRIS/Time and Attendance Systems would be considered assets;
- Excellent inter-personnel skills with a strong emphasis around conflict resolution; and
- Must be a self-starter with excellent organizational and time management skills to meet the challenges of this extremely busy work environment.

Hours of work are Monday through Friday 8:30 AM to 4:30 PM (35 hours/week). Evening / weekend meetings may be required. Compensation includes a competitive salary, benefits, and pension plan (Defined Contribution: 8% Employer / 8% Employee Match). Salary will be level M2 of the Municipal Non-Union Pay Scale - \$69,145 to \$78,946. Please submit your application by **4:30 PM Friday, June 29, 2018**. Merge your cover letter and resume into one document.

To Apply:

- **Please demonstrate in your application** how you meet the above qualifications.
- **To apply for this position**, click [here](#) and you will be redirected to Careerbeacon.
- **Benefits of applying online** - The system will allow us to send an immediate confirmation email that your application has been received and we will notify you the status of your application once applicants have been shortlisted.
- **Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Criminal Background, and Education.**

The Municipality of the County of Kings is committed to building and fostering an inclusive and welcoming workplace. We are an equal opportunity employer.