



**FULL-TIME CHIEF HUMAN RESOURCES EXECUTIVE
(TIMMINS POLICE SERVICE)
COMPETITION NO.: POL-2024-07**

Posting Date:	December 3, 2024	Closing Date:	December 9, 2024
Department:	Timmins Police Service	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Pension Entitlement:	Yes – Employer Matched Contributions
Salary Level 110:	\$116,702 – 145,878 (2024)	Union:	Non-Union

Position Summary

Reporting to the Chief of Police, the Chief Human Resources Executive is responsible for the development and implementation of Human Resources/Health & Safety/Finance policies, processes, and programs that align with the strategic objectives of the Timmins Police Service. This includes management of and involvement with key areas such as employee and labour relations, financial management, recruitment and retention, support leadership training, and disability management.

Duties

- Counsel and provide guidance to Administration in relation to all HR matters including disciplinary issues (up to and including termination), policy interpretation, health and safety, and employee relations;
- Participate in collective agreement negotiations, prepare statistical and costing data, proposals and memorandums;
- Coordinate grievance procedures and research documentation relating to union grievances, hearings, arbitrations and other labour relation matters;
- Develop and implement competency development/training programs, performance management systems, and initiatives to ensure continued development of staff;
- Develop strategies which will enhance employee relations;
- Identify health and wellness needs of employees, develop objectives and implement programs in health promotion and maintenance;
- Develop and oversee the EDI Committee, the Employee Engagement and Wellness Committee (includes supporting existing PEER Support Program);
- Manage the budgeting process, including gathering information regarding needs and initiatives for the various sections of the Service and preparing the initial budget;
- Define, create, and oversee the implementation of a long-term finance management strategy;
- Oversee salary practices to ensure conformity with pay equity and employment equity legislations;
- Manage all WSIB claims (including costs) and participate in all levels of appeals with WSIB/WSIAT;
- Administer Early and Safe Return to Work program through the correlation of services in workplace/community;
- Prepare, organize and educate management and employees regarding WSIB related issues as well as accommodation/modified work;
- Monitor employees on Short Term and file claims for Long-Term Disability;
- Manage the recruitment and selection process including pre-screening resumes, facilitating the interview and offer processes, and researching alternative sources for applicant pools;
- Develop and implement annual recruitment strategies based on the Service’s needs and social/economic impacts;
- Implement approved retention programs and ensure maintenance of exit interviews;
- Develop, implement, maintain and provide guidance on the Service’s policies and processes;
- Guide and support management on incident reporting as it relates to injuries, equipment damage, illness, violence in the workplace, near misses, etc.;
- Perform various assessments (i.e. risk assessments, hazard assessments, job safety analysis, physical demands);
- Other duties as assigned.

Qualifications

- University Degree in Human Resources;
- CHRL Professional Designation required;
- Minimum of five (5) years of human resources and finance related experience;
- Excellent written and verbal communication and interpersonal skills;
- Excellent time management, decision-making and organizational skills;
- Excellent computer skills with proven HRIS software experience;
- Thorough knowledge legislative requirements including the Workplace Safety and Insurance Act, Employment Standards Act, Community Safety and Policing Act, and all relevant privacy legislations;
- Proficiency in all Microsoft Office and financial management applications;
- Fluent in both official languages a definite asset;
- Valid “G” driver’s license required;
- Current and Clear Criminal Record Check required.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **December 9, 2024**.

Via Email human_resources@timmins.ca

The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED.