

JOB DESCRIPTION

Job Title: Manager, Human Resources **Position Number:** 90-01
Incumbent: Vacant **Effective Date:** October 2018
Employment Status: Permanent **Bargaining Unit:** Yes ☒ No
Supervisor's Title: Vice-President **Department:** Human Resources
Subordinate Positions: N/A

SUMMARY

Under the supervision of the Vice President, the Manager, Human Resources provides strategic direction, overall management and leadership in human resources initiatives and programs in support of business objectives and to ensure compliance with federal and territorial acts and regulations. Leads and coordinates the development and implementation of short and long term training plans and development strategies for employees. Develops and manages the Human Resources and Training O&M budgets. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Human Resources:

- Manages human resources programs initiatives;
- Develops policies and procedures related to human resources activities to facilitate fair and consistent practices throughout the organization;
- Provides advice on the interpretation of, or issues related to, employee relations, human resources policies, workforce planning, training and development, performance management, recruitment and selection, compensation and benefits;
- Develops and implements short and long term human resource strategies, forecasts, budgets, and work plans to ensure programs, services and practices meet the needs of the Corporation and are consistent with the overall organizational objectives;
- Manages the research and development of effective pay and classification systems, recommends the implementation of effective compensation systems to meet the needs of the Corporation, and establishes procedures to ensure the fair and consistent application of classification and pay standards;
- Manages, in collaboration with supervisors and department heads, the recruitment process from job description review through candidate letter of offer and beyond;
- Chairs or participates on a variety of management committees and maintains effective liaison with peers and staff to ensure a coordinated approach to the delivery of human resource programs, policies and procedures throughout the Corporation; and
- Participates on the Sr. Management Team.

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2. Employee / Union Relations:

- Administers the collective agreement and maintains effective employee relation practices within the department, including grievance administration, recruitment, performance assessment and the application of progressive discipline;
- Provides advice and assistance to staff in problem resolution and the interpretation of corporate policy in all program areas;
- Drafts and recommends the corporate collective bargaining strategy for union/management negotiations and leads the management team throughout the negotiation process to ensure fulfilment of the corporate collective bargaining mandate; and
- Coordinates union/management activities and provides labour relation advice and guidance to all levels of management in the interpretation and application of the collective agreement and managing employee relations, acts as mediator in resolving disputes, and provides direction and assistance in the grievance administration process.

3. Training:

- In collaboration with senior management, leads and coordinates the development and implementation of short and long term training plans and development strategies and to ensure training programs meet the needs of the Corporation and are consistent with the overall organizational objectives;
- Manages the training budget;
- Works with supervisors and department heads to ensure that approved individual training events are scheduled and attended; and
- Works with departments and management to ensure group training initiatives are planned and executed efficiently.

4. Administration:

- Maintains the human resources management data base of all employee information including the tracking and reconciliation of all leave;
- Manages the planning and administration of department budget. Ensures that effective procedures are in place to monitor and control department finances and compliance to corporate financial policies and procedures;
- Prepares or assists in preparing position papers and presentations on corporate issues and proposals to ensure the effective communication of corporate strategies; and
- Manages relations with human resources consultants and contractors concerning the purchase and supply of goods and services, and the provision of technical expertise.

5. Maintains the confidentiality of all Corporation information. Adheres to the Corporation's high safety standards and all policies, procedures and guidelines.

6. Other related duties.

WORKING CONDITIONS

Majority of the work is performed under normal office conditions with frequent internal and external meetings. Work pressures and demands require work outside of normal office hours. Must

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maintain the confidentiality of all corporate information. Adheres to all corporate policies, procedures and guidelines. Some travel is required.

EDUCATION AND EXPERIENCE

- Requires BA in Human Resource Management or equivalent.
- Several years of generalist experience.
- Experience with the collective bargaining process and working in a unionized environment.
- Experience providing counsel and effective solutions to senior management on sensitive personnel issues.

KNOWLEDGE AND SKILLS

- Excellent consultative, collaborative, and consensus-building skills, to secure agreement to sometimes difficult concepts, approaches, policies and programs.
- Detailed understanding of related federal and territorial acts and regulations, and labour relations jurisprudence along with the ability to provide expert advice in the interpretation and application of collective agreements, labour and employment legislation to staff and management.
- Excellent management track record with specific accomplishments in strategic planning and providing effective recommendations.
- Excellent team building skills to direct department activities and work effectively with others in achieving department and Corporate objectives.
- Excellent skills relating to communications, human relations, negotiations, strategic operational and financial planning and problem solving.
- Ability to handle confrontational situations in the corporate and public sectors and to defend the actions and programs of the Corporation.
- Requires sensitivity to the political, legal, safety and environmental concerns facing the Corporation.
- Knowledge of administrative and financial planning procedures to coordinate activities and to develop, implement and monitor program plans and operating budgets.
- Able to lead and work effectively in a fast-paced and constantly evolving environment.

GENERAL COMPETENCIES

- Communication: expresses and transmits information with consistency and clarity, using active listening techniques in order to effectively understand provided feedback, summarizes information according to the audience in order to promote engagement and increase understanding.
- Integrity and Respect: values and provides authentic, evidence-based advice, hold self and the organization to the highest ethical and professional standards, implements practices to advance an inclusive organization, respectful of the diversity of people and their skills and free from harassment and discrimination. Exemplifies impartial decision-making.
- Problem solving: the ability to identify and gather the information needed to clarify a situation; the ability to tackle a problem in a holistic way; the ability to anticipate the

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implications and consequences of situations and prepare communications material accordingly.

- **Accountability:** Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. Sets clear goals and tracking progress against those goals.
- **Interpersonal awareness:** the ability to notice, interpret and anticipate others' concerns and feelings, and to use that awareness in all communications.
- **Adaptability:** Adapts and responds to changing conditions, priorities, technologies and requirements. Recognizes new information and ideas with a willingness to alter opinions and behaviours. Applies versatility, reasoning and innovativeness in the face of change. Ability to comfortably collaborate in a variety of situations and with diverse individuals.
- **Decision Making:** makes concrete, well-informed and thought out decisions that support the overall organization. Has the ability to make quick effective decisions even when data and details are limited. When making unfavourable decisions that might have negative consequences will examine the impacts and potential implications to ensure that decision is valid for the situation.
- **Building collaborative relationships:** the ability to develop, maintain and strengthen partnerships with others inside and outside of YEC.
- **Stress management:** the ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.
- **Technical expertise:** the ability to show depth of knowledge and skill in a technical area.