

Newmarket-Tay Power Distribution Ltd.

DIRECTOR, HUMAN RESOURCES

Job ID: AD-23-101 - HYBRID

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Director, Human Resources**. Reporting to the Vice-President, Customer and Employee Experience, working in a team environment at our head office in Newmarket.

POSITION SUMMARY

This position ensures policies, programs and practices in Human Resources are legislatively compliant and consistent with the vision and direction of NT Power. This position will have overall responsibility for Payroll, Pension, Benefits and WSIB. The role ensures the effective application of HR best practices and customizes solutions in support of the organizations strategic goals and its commitment to equity, diversity and inclusion. The Director is responsible for planning, directing and having the overall responsibility for the operation of the department including, Employee and Labour Relations, Equity, Diversity and Inclusion initiatives, Recruitment and Selection processes, Compensation, Salary and Benefit administration, Job Evaluation, Performance and Attendance Management, Human Resource Information System Administration and Support, Disability management and return to work, Remote Work Arrangements, Operational HR Processes and Policies and Occupation Health and Safety.

Although the qualifications below would be nice to have, we believe our greatest asset is our employees, their ability to learn, and their cultural fit to the future direction of this organization. We strive to be, an independent, industry leading LDC committed to our customers changing needs. If you think you would excel in a growing, fast paced and independently directed position, this opportunity is perfect for you.

DUTIES AND RESPONSIBILITIES

- Contributes to the development and implementation of KPI's and service delivery initiatives to affect the efficient and effective operation of the department.
- Develops and implements operating policies and procedures for payroll and human resources in support of the NT Power Strategic Plan
- Provides specialized guidance, coaching and mentoring to Human Resources, Payroll staff.
- Works collaboratively with Managers to identify and resolve operational problems, monitoring performance, excessive / chronic absenteeism, addressing disciplinary issues in a timely manner.
- Provides interpretation of collective agreements and answers inquiries related to company policies, procedures and programs.
- Liaisons with the union on labour relations issues on behalf of NT Power.
- Participates/leads the bargaining process, i.e., research, draft language and preparing synopsis reports.
- Provides recommendation with respect to employee terminations.
- Manages and deals directly with workplace complaints, including investigating, retention of documentation, and resolving complaints including delivering corrective training program as required.
- Liaises with lawyers for the provision and support for collective agreement interpretation, legislation and in preparation of grievance hearings, conciliation, and arbitration.

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- Directs the administration of the Disability Management and Return to Work programs including the workers' compensation claims and Job Accommodation Procedure, WSIB and Family / Employee Assistance programs.
- Establishes Health and Safety initiatives and develop, implement, and maintain programs and policies to ensure compliance with all relevant legislation and contractual obligations.
- Liaises with various external government stakeholders and agencies regarding Human Resources related matters.
- Directs and ensures efficiency of the recruitment and selection processes and protocols for internal and external candidates in accordance with labour laws, regulations, and the collective agreement.
- Directs the administration of the Job Evaluation Program ensuring organization compliance with the Terms of Reference and Pay Equity legislation.
- Direct the administration of benefit programs, policies and processes that include pension, health/dental/medical and life insurance ensuring compliance with all related legislation and contractual obligations.

QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline.
- Certified Human Resources professional designation is an asset.
- Minimum 10 years of experience in a unionized environment in a managerial role directing the work of others. Alternative combination of education and experience will be considered.
- Ability to rebuild systems and processes to align with company goals and objectives.
- Ability to work a flexible schedule as needed to complete time-sensitive projects.
- Excellent oral and written communication skills; ability to communicate effectively, both internally and with the general public.
- Strong working knowledge of Microsoft Office Suite.
- Demonstrated commitment to safety and high ethical and quality standards.
- Knowledge of various Standards and Acts, including, Employment Standards Act, Occupational Health & Safety Act, Payroll and Pension regulations, Workplace Safety and Insurance Act, Pay Equity legislation, Personal Information Protection and Electronic Documents Act.

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS MARCH 22, 2023, BY 4 P.M.

Candidates are required to disclose NTP employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.