

## **Human Resources Manager**

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**Title:** Human Resources Manager

**Reports to:** Director of Corporate Services

**Department:** Corporate Services

**Classification:** Exempt

### **Main Purpose & Function:**

The Human Resources Manager is responsible for planning, directing, and coordinating human resources management activities to maximize the effectiveness of the Town's workforce. This position also provides senior-level advice, leadership, and oversight in all areas of human resources including employee and labour relations, recruitment and retention, training and development, performance management, compensation and benefits, health and safety, and workforce planning.

The Human Resources Manager plays a central role in fostering a positive organizational culture, aligning human resource practices with organizational goals, and ensuring compliance with employment legislation, collective agreements, and best practices.

### **Major Accountabilities:**

1. Provide leadership and strategic direction on all human resource matters, including policy development, organizational planning, and workforce management.
2. Oversee the consistent application of human resource practices, policies, collective agreements, and legislation across all departments.
3. Lead and guide the development and implementation of HR strategies related to talent acquisition, retention, succession planning, and employee engagement.
4. Manage employee and labour relations, including contract interpretation, grievances, investigations, and negotiations in collaboration with senior leadership and legal counsel.
5. Supervise HR staff and provide mentorship, guidance, and performance evaluations.
6. Oversee the administration and review of job descriptions, job evaluations, and compensation programs to ensure internal equity and market competitiveness.
7. Ensure an effective Occupational health and safety program and return-to-work system are established and implemented in compliance with and WorkSafe BC requirements.

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8. Manage organizational training and development programs to support employee growth and legislative compliance.
9. Ensure robust HR data management, reporting, and privacy compliance in accordance with FIPPA and other relevant legislation.
10. Act as a senior advisor to senior leadership and management staff on emerging personnel issues and strategic HR planning.
11. Represent the Town on joint committees such as Labour Management and Occupational Health and Safety, as required.
12. Manage human resource budgets and related procurement in alignment with Council direction and organizational policies.
13. Perform other related duties as required and participate in the Emergency Operations Centre as and when required.

### **Qualifications**

- Post-secondary degree in Human Resources, Business Administration, Public Administration, or a related field. A combination of equivalent education and experience may be considered.
- Chartered Professional in Human Resources (CPHR) designation is preferred.
- Minimum of five (5) years of progressively responsible experience in human resources management, preferably in a unionized and/or public sector environment.
- Demonstrated knowledge of employment law, collective agreements, and HR best practices.
- Valid B.C. Class 5 Driver's License.

### **Other Requirements**

- Proven ability to lead and inspire teams and manage change in a collaborative, respectful, and inclusive manner.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Exceptional written and verbal communication skills, with an ability to present complex information clearly and persuasively.
- High level of discretion, judgment, and commitment to confidentiality.
- Proficient in the use of Microsoft Office and HR information systems.
- Availability to work flexible hours including evenings as required.
- Ability to maintain confidentiality

**Approved by:**

**Agreed to:**



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Town of Smithers

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Employee Signoff

*July 24, 2025*

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Date

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Date