



Employment Opportunity District of Peachland Human Resources Manager

The District of Peachland is seeking an enthusiastic and dedicated professional to join our team and help serve Canada's Kindest Community. Home to approximately 6,400 residents, Peachland is a vibrant and growing municipality located on the picturesque shores of Okanagan Lake in British Columbia's scenic Okanagan Valley.

We are currently seeking an experienced and dynamic **Human Resources Manager** to join our Corporate Services team. Reporting to the Director of Corporate Services, the HR Manager is responsible for planning, developing, implementing, and evaluating human resources initiatives and policies that support effective management of staff. The position provides strategic guidance and advice to the Senior Management Team on all human resources and labour relations matters. Extensive experience in labour relations is preferred.

THE SUCCESSFUL CANDIDATE WILL POSSESS THE FOLLOWING COMPETENCIES:

Human Resources Management: Strong ability to develop and implement HR policies, offer strategic advice to senior management, and manage HR programs, including recruitment, training, and performance management.

Recruitment & Staffing: Expertise in managing the recruitment process, developing accurate job descriptions, and supporting hiring, onboarding, and staffing strategies.

Employee Development & Performance: Skilled in designing orientation programs, leading employee development initiatives, and providing guidance on performance management, attendance, and discipline.

Corporate Culture & Employee Engagement: Demonstrate ability to foster a positive and collaborative workplace culture through the development and delivery of employee programs, training initiatives, staff engagement activities, and organizational events that promote excellence in customer service, teamwork and employee well-being.

Labour Relations: In-depth knowledge of collective bargaining, grievance resolution, and union matters, with a proven track record of ensuring compliance with collective agreements and fostering positive employee relations.

Health & Safety Management: Competence in managing Occupational Health and Safety programs, ensuring compliance with safety regulations, and promoting wellness and injury prevention initiatives.

Benefits Administration: Strong understanding of benefits program management, including negotiating contracts, managing provider relations, and advising staff on benefits matters.

Communication & Policy Development: Exceptional ability to maintain HR communication channels, update personnel handbooks, and support staff with HR-related inquiries and policy changes.

Qualifications

Education & Experience:

- Bachelor's degree in human resource management or related field with 5+ years of progressive experience in a unionized environment, including collective bargaining; or
- Post-secondary diploma in Human Resources Management with 8+ years of relevant experience.
- Certified Human Resources Professional (CHRP) designation is preferred.

Skills & Abilities:

- In-depth knowledge of HR management, labour relations, and employment legislation.
- Strong understanding of local government practices and HR issues.
- Proven ability to resolve conflict, solve problems, and communicate effectively with diverse groups.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Excellent verbal and written communication skills.

Other Qualifications:

- Demonstrated ability to manage sensitive and confidential information.
- Experience working with legal counsel on labour-related matters is an asset.

Why Join Us? The District of Peachland offers a dynamic and supportive work environment with opportunities for growth and development. As a key member of our Corporate Services team, you will play a pivotal role in shaping the District's workforce and contributing to the success of our community.

How to Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience. This position will remain open until filled.

The salary range for this position is \$104,000 - \$140,000 per year.

Please submit your resume with cover letter to:

Attn: Jennifer Sawatzky, Director of Corporate Services
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
e-mail: careers@peachland.ca



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www.peachland.ca