

Dutton Brock LLP

HUMAN RESOURCES MANAGER

We are looking for a **Human Resources Manager** to oversee all aspects of the firm's human resources practices and processes. The role of the Human Resources Manager is important to the firm's success. People are our most important asset and you'll be the one to ensure we have a happy and productive workplace where everyone works to realize their potential. Promoting the firm's core values and shaping a positive culture is a vital aspect of this role.

Job Details

- Plan, organize, direct and evaluate the human resources department.
- Manage all personnel management, including salary increases, salary surveys, promotions, and disciplinary actions in compliance with firm policies.
- Determine staffing requirements and oversee the recruitment process.
- Approve vacation requests and monitor employee scheduling to maintain appropriate coverage.
- Develop performance goals, metrics, and targets that are consistent with firm goals.
- Administer progressive disciplinary action in accordance with established procedures.
- Plan human resources requirements in conjunction with other departmental managers.
- Conduct employee performance evaluations and provide employees with performance feedback.
- Determine areas of improvement for employees, providing additional training as needed.
- Develop training programs that are based on regulatory requirements and best practices.
- Conduct workplace investigations, and resolve any conflicts that arise among staff in the firm.
- Ensure employees adhere to all health and safety regulations, including company policies.
- Develop strategic performance metrics and targets that are consistent with company goals.
- Ensure employees have clear goals and are aware of expectations.
- Ensure that all employees comply with firm policies, procedures, and ethical standards.
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.
- Participate in site and workplace inspections.
- Develop employee training, ensuring that all applicable compliance requirements are met.
- Provide leadership and coaching to managers and employees on key workplace matters, such as performance management, difficult conversations, employee relations, and employee development.
- Management of all aspects of payroll and benefits and ensuring compliance with legal financial and administrative requirements.
- Perform other duties as assigned.

Requirements

- Degree or diploma in business administration, human resources management, or a related field required.
- Certification in human resources management by a provincial governing body preferred.
- **Minimum of 5 years of work experience in a human resources specialist or generalist position in a professional environment.**
- Working knowledge of Ceridian payroll.
- Demonstrated ability to meet strategic objectives for HR and the organization.
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations.
- Able to make sound business decisions and evidence based recommendations to senior management.
- Effective communication skills with individuals at all levels of the organization.
- Effective written and verbal communication skills as well as presentation skills.
- Sound leadership, staff management, and teambuilding skills.
- Computer literacy, including effective working skills with Microsoft Word, Excel, PowerPoint, and Outlook required.
- Able to interpret and implement personnel related legislation.
- Demonstrated basic knowledge of labour and employment laws.

Please forward your resume to careers@duttonbrock.com

We thank all candidates in advance for their interest but only those considered will be contacted.

NO AGENCIES PLEASE.