



Municipal Assessment Agency
St. John's | Gander | Corner Brook |
Phone: 1-877-777-2807
Email: info@maa.ca
www.maa.ca

Manager, Human Resources

Permanent/ Full Time/ Public Opportunity

The Municipal Assessment Agency is required to provide municipalities with real property values (assessments) in accordance with the terms and conditions of the province's Assessment Act, 2006. We are responsible for providing property assessment services to 236 municipalities within Newfoundland & Labrador.

Location: Eastern Regional Office, Municipal Assessment Agency, St. John's, NL

Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing its employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, pension and leave benefits, learning and development opportunities, an employee & family assistance program, and challenging work.

The Role:

The Municipal Assessment Agency is seeking a **Manager, Human Resources** within the Corporate Services Division.

Under the general direction of the Director of Corporate Services, this position provides human resources support to all divisions and is a member of the Senior Leadership Team. This role is responsible for, but not limited to, recruitment and selection; employee relations; training and development; internal communication; safety and wellness; strategic planning; coaching and mentoring leadership; and payroll and benefits.

Specific Responsibilities:

- Promote the strategic alignment of human resources with business goals and objectives
- Implementation and management of specialized human resources activities, programs, and services
- Coach and support leadership in change management, strategic business planning, and employee retention strategies
- Facilitate and analyse an annual employee satisfaction survey including recommending strategies for improvement
- Lead recruitment in compliance with applicable policies and practices. Develop and implement strategies for recruitment and attraction
- Provide interpretation and advice to leadership on policies, procedures, legislation and the collective agreement
- Provide conflict resolution coaching to leadership and lead in all employee relations initiatives
- Lead in administering grievance procedures, arbitration, and contract interpretation
- Manage and measure the training & development program including maintaining a training budget

- Coach and mentor managers and employees on training, development, and performance improvement strategies
- Lead in developing and implementing safety and wellness programming and policies for the Agency
- Ensure that compliance with OHS legislation is maintained within the organization. Work closely with leadership to ensure safe work practices meet legislation and the safety of all workers.
- Manage the payroll and benefits function including acting as a liaison with benefit and payroll providers
- Facilitate return to work (RTW) planning and effective communication with employees on leave
- Lead and/or advise working groups to determine change management strategies, workplace conflict resolution, and workforce planning
- Provide consultation services on business processes, change management, organizational structure, workforce planning, problem-solving, technology change, performance and other human resources matters

Screening Criteria:

- Graduation from an accredited post-secondary institution with a Bachelor's Degree in Human Resources Management, Labour Relations or Business
- Experience in a leadership role in human resources is required
- Experience working in a human resources capacity within a unionized environment(asset)
- Experience in payroll software(asset)
- An equivalent combination of related experience and training may be considered

Assessment Criteria:

- Knowledge of related legislation. i.e. Human Rights, labour law, employment law
- Knowledge of program delivery and policy development
- Ability to demonstrate strong customer service skills
- Ability to organize and plan tasks and projects
- Ability to demonstrate effective leadership skills
- Communication and problem-solving skills
- Critical and forward-thinking skills

Salary: Remuneration will be in accordance with the Government of NL's Management Compensation Plan. HL19 (\$64,742 - \$84,164) based on thirty-five (35) hours per week.

Closing Date: December 20, 2024

Applications, quoting reference MAA.MHR.16.2024, should be submitted to tpeckham@maa.ca

Applicant Information:

- For additional information on this job opportunity please contact Terry Peckham at 709-424-5455
- Disability related accommodations and alternate formats are available upon request
- Applications that do not clearly demonstrate the required criteria will be screened-out
- Applicants must be legally entitled to work in Canada