

Lunenburg Regional Municipal Joint Services Board

EMPLOYMENT OPPORTUNITY – HUMAN RESOURCE SHARED SERVICE

Director of Human Resources

About us

The Municipal Joint Services Board - Lunenburg Region (MJSB), was formed in 2013 through a cost sharing agreement. Located in the heart of Nova Scotia's south shore, MJSB's purpose is to improve services for the residents of the Municipality of the District of Lunenburg and the Towns of Bridgewater and Mahone Bay. MJSB's shared services currently include waste, information technology, and human resources.

The Human Resource Shared Service was piloted in 2019 and became an on-going service in 2020. Currently consisting of one HR staff person (HR Officer), HRSS delivers services to the MJSB partners, the Lunenburg County Lifestyle Center (LCLC), and the MJSB. In 2023, the MJSB Board approved the expansion of the HRSS with a goal of expanding the depth and breadth of strategic HR service delivery to the partners and clients.

We are committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. We strive to make our recruitment and selection processes as accessible as possible and provide candidates with accommodations as required. If you require any accommodations at any point during the hiring process, please contact [Human Resources](#).

About the role

The Director of Human Resources (HR) is accountable to lead, develop, and implement all aspects of MJSB's Human Resources Shared Service (HRSS) . Reporting to the MJSB Chief Operating Officer (COO), the Director of HR ensures informed, innovative, and consistent strategic HR practices that lead to positively influencing the culture and workplace experience to support the strategic HR needs of the partner units, MJSB, and any other clients.

The Director of HR plays a critical role in building organizational capability and fostering respectful and supportive cultures within the clients' units. The Director leads the HR team and champions the employee experience, including employment engagement; human resource planning; culture change; diversity, equity and inclusion; leadership development; labour relations; recruitment and retention; and strategic compensation.

A member of the senior leadership team reporting to the MJSB COO, the Director of HR also has an informal reporting relationship to the Chief Administrative Officers of each of the client organizations. Functioning as an in-house HR resource, the Director of HR works with partners and clients to meet their Human Resource needs as defined in the HRSS Schedule of the MJSB Agreement, including emerging situations and goals.



Key qualifications:

As the ideal candidate you have:

- Post-Secondary Degree in Human Resources, Business, or a related field. Preference will be given to Human Resources.
- Chartered Professional in Human Resources designation
- At least 15 years' work experience, with at least five years in a senior HR leadership role
- Experience providing Human Resources' leadership in both union and non-union environments, and in complex, multi-stakeholder environments
- Experience leading and achieving transformational organization change
- Previous public sector experience is required, with municipal government experience considered a strong asset
- In-depth knowledge of all aspects of human resources' management
- Knowledge of applicable legislation such the Employment Standards Act, Labour Relations Act, Worker's Compensation Board Act, Human Rights Code, etc
- Demonstrated ability to:
 - Build effective, supportive relationships with clients in diverse settings
 - Assess and understand organizational needs and drive action to achieve them by working closely with partners and clients
 - Develop and effectively communicate and guide the implementation of innovative solutions
 - Successfully lead others to achieve organization's mission; to lead with impact
 - Communicate effectively both orally and in writing, including with staff, the Board and Councils as required
- Knowledge of municipal policies and best practices is an asset

Other important details

- On-site and remote working are to be expected. An office location is not provided for this position; the incumbent will maintain their own remote office at their own expense.
- The incumbent should expect to travel within Lunenburg County on a daily basis to meet with staff at partner municipalities and at MJSB. Travel costs are reimbursed as per policy.
- 35 hours per week (Monday to Friday), with occasional meetings outside of regular business hours.
- Salary range - \$80,430 to \$110,639, commensurate with qualifications and experience
- Visit www.lrcrc.ca to view the full job description.
- Anticipated start: July 2023

How to apply

- **Deadline to apply is April 28, 2023.**
- Please send your cover letter and resume, in confidence to:
 - Lesley McFarlane, COO
 - Employment@mjsb.ca