



HUMAN RESOURCES MANAGER

Full Time Permanent Position

BRING YOUR POSITIVE ENERGY AND BE A PART OF NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we hope that you feel INSPIRED to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our **Human Resources (HR) Manager** position.

We are seeking a compassionate and experienced HR Manager to join our team, reporting to the Chief Administrative Officer (CAO). The HR Manager is responsible for overseeing all aspects of human resource management, using prior experience and knowledge to enhance our current HR practices and processes. The HR Manager is a vital component in the development and implementation of HR initiatives such as recruitment, retention, performance management and coordination of training opportunities for our employees. The HR Manager is responsible for our Occupational Health and Safety program, supporting diversity, inclusion, equity, and accessibility strategies for the Municipality, and will play a critical role in supporting staff so that we can provide the highest levels of service delivery to the community.

What We Offer:

- Regular hours are Monday – Friday, 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required
- Annual vacation leave



- Competitive benefits package including health, dental, and wellness benefits
- Company match pension plan

What We're Looking For:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Chartered Professionals in Human Resources (CPHR) designation or equivalent is an asset.
- Minimum 5 years of progressive HR experience, preferably in a public sector and/or unionized environment.
- Strong knowledge of HR practices, Federal and Provincial employment laws and Human Rights legislation.
- Exceptional interpersonal, conflict resolution, and communication skills with the ability to build collaborative relationships across departments.
- Ensure high level of confidentiality.
- Must be a self-starter with excellent organizational, attention to detail, and time management skills.
- Prior knowledge and experience leading change management initiatives would be considered an asset.
- Strong analytical and problem-solving skills with a proactive approach to decision-making.
- Strong computer skills with a high proficiency in MS Office (Word, Excel, PowerPoint and Outlook) is essential. Familiarity with HRIS/Time and Attendance Systems would be considered an asset.
- The successful candidate must be able to work a flexible work schedule as required.
- Nova Scotia Class 5 Driver's License, access to reliable transportation.

A complete copy of the job description can be found at:

<https://www.westhants.ca/employment-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "**Human Resources Manager**" in the subject line no later than 4:30pm on Friday January 3rd, 2025 to the attention of Deanna Snair at DSnair@westhants.ca