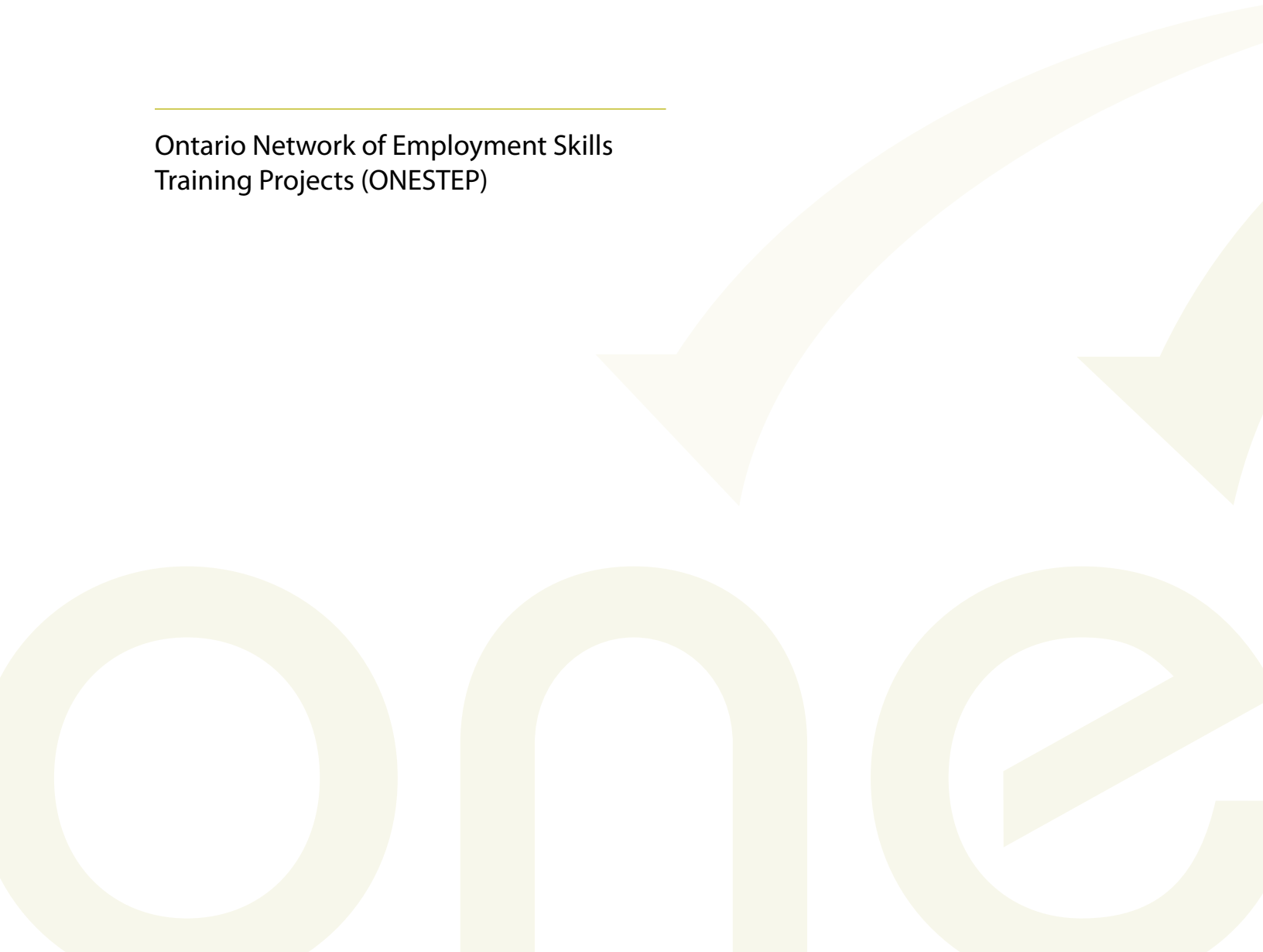




**Job Description:**  
**Human Resource**  
**Manager**



Ontario Network of Employment Skills  
Training Projects (ONESTEP)



## Human Resource Manager

### How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description.

### Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of employees
- Identifying staff training and development needs

### **Job Summary**

This position is responsible for planning, directing and co-ordinating human resource management activities to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, training and development and regulatory compliance.

### **Essential Functions**

- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise and co-ordinate work activities of subordinates and staff relating to employment, compensation, labour relations and employee relations.
- Plan, organize, direct, control or co-ordinate the personnel, training and labour relations activities.
- Represent the organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Support management with implementation of the performance management process.
- Provide support and advice on training and development for staff.

**Education Requirements:**

A bachelor's degree or college diploma in human resources, human resource administration or business administration.

**Training Requirements:**

- HR training
- Software training (i.e., Microsoft Word, PowerPoint, Excel)
- Health and Safety
- Canadian Human Resource Practitioner (CHRP) Certificate!

**Additional Knowledge Requirements:**

- Computer skills
- Customer service principles
- Conflict resolution
- Negotiation skills
- Human behaviour

**Additional Experience:**

- Work in a unionized environment
- Management