



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# Human Resources Manager

## IDENTIFICATION

<b>Job Title:</b>	Human Resources Manager
<b>Reports to:</b>	Senior Administrative Officer
<b>Job Status:</b>	Permanent Full Time - Mon to Fri - 37.5 hrs. per week
<b>Location:</b>	Town Hall

## OVERVIEW

The Human Resources Manager oversees the overall human resource operations of the Town of Inuvik, including recruitment, employee relations, training and development, payroll & benefits administration, and ensuring compliance with employment laws. Provide advice and assistance to the Senior Administrative Officer, directors, supervisors, and staff, which may involve offering information on training needs and opportunities, job descriptions, performance reviews, and policies outlined in the Town of Inuvik Human Resources Policies and Procedures Manual.

Additionally, the Human Resource Manager acts as Registrar for the Town of Inuvik in regard to Vital Statistics for the Northwest Territories, including the registration of deaths.

## RESPONSIBILITIES

The Human Resources Manager is responsible for a wide range of duties including:

### **Managing the bi-weekly payroll cycle, remitting payroll liabilities, maintaining leave accruals and benefits, and preparing payroll reporting.**

- Remitting payroll liabilities as required by government agencies
- Maintaining and providing information about leave accruals and benefits
- Reconciling payroll liability accounts on a monthly, quarterly, and annual basis
- Completing statistical reports and Records of Employment as necessary
- Acting as a representative for various government departments and agencies
- Administering benefits and pension plans, handling enrollments, changes, and terminations
- Preparing annual payroll reporting for T4s, T4 Summary, NEBS, NT Payroll Tax, and WSCC
- Maintaining the payroll database, computer software systems, and manual filing systems, including updating employee information.

### **Providing support for staff development by advising on job descriptions, identifying training opportunities, organizing training sessions, and developing an evaluation system.**

- Guiding management on maintaining accurate job descriptions
- Identifying and proposing training and development opportunities
- Managing records of employee safety, first aid, and professional certifications
- Providing guidance in creating human resource plans and ensuring effective staff orientations
- Establishing an evaluation system, managing salary structures and position documentation
- Offering advice and support to staff facing performance-related challenges
- Advising on disciplinary actions when necessary
- Creating and managing employee recognition and incentive programs

- Conducting research and making recommendations on policies and processes related to relevant legislation, laws, standards, and regulations
- Overseeing human resource databases, software systems, and manual filing systems
- Administering the Town's Employee Assistance Program (EAP)

**Coordinating staff recruitment, including providing advice on recruitment, organizing interviews, conducting reference checks, and coordinating onboarding and exit interviews.**

- Offering guidance and support to supervisors on staff recruitment
- Drafting notices and crafting advertisements for available staff positions
- Planning and coordinating interview schedules
- Participating in candidate interviews
- Conducting reference checks for potential candidates
- Ensuring completion of criminal records and vulnerable sector checks
- Developing, implementing, and maintaining procedures and policies for staff recruitment
- Notifying unsuccessful applicants
- Managing and overseeing the onboarding process for new employees
- Conducting exit interviews

**Offering information and assistance on human resource and work-related issues, implementing personnel management policies, promoting workplace safety, and providing advice on pay and benefits systems.**

- Develop and implement a human resources plan and personnel management policies and procedures
- Promote workplace safety
- Provide advice and assistance to staff and management on pay and benefits systems
- Explain and provisions of the personnel policy
- Provide research and recommendations for policies and processes as they relate to relevant legislation, laws, standards and regulations

**Performing other duties directly related to the major functions of the job as required.**

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge:**

- Thorough understanding of payroll processing and related regulations
- Knowledge of benefits administration and pension plans
- Understanding of employment laws and regulations
- Familiarity with recruitment and selection processes
- Knowledge of human resource planning and organizational development
- Understanding of performance management and evaluation systems

**Skills:**

- Strong communication and interpersonal skills
- Excellent organizational and time management abilities
- Proficiency in record-keeping and database management
- Sound decision-making and problem-solving skills
- Ability to provide guidance and support to staff and management
- Proficient in employee relations and conflict resolution

**Abilities:**

- Ability to advise and guide management on HR policies and procedures
- Capacity to handle sensitive information with confidentiality
- Capability to manage multiple tasks and prioritize effectively
- Ability to analyze data and prepare relevant reports
- Strong leadership and team management abilities
- Aptitude for adapting to evolving HR practices and technologies

**WORKING CONDITIONS**

**Physical Demands**

The Human Resources Manager will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

**Environmental Conditions**

The incumbent is in a busy office with a controlled environment.

**Sensory Demands**

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail, intense focus and high levels of accuracy. This can lead to fatigue.

**Mental Demands**

The Human Resource Officer will need to effectively manage multiple requests and tasks simultaneously and be ready to handle emergencies and stressful situations at any time. Specifically, the HR Officer must address staff and management issues that may be tense, difficult, and stressful, which can lead to emotional fatigue.

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

\_\_\_\_\_

Supervisor's Printed Name

\_\_\_\_\_

Supervisor's Signature

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_

SAO's Printed Name

\_\_\_\_\_

SAO's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

