



WHO WE ARE LOOKING FOR:

We are currently seeking a Human Resources Specialist (HRS) to join our team. In this role, you will play a vital role in supporting and enhancing the overall employee experience and fostering a healthy workplace by ensuring effective HR operations. You will provide advice and guidance on best practices to support areas including recruitment and retention, training and development, communications and employee and labour relations matters.

If you thrive in a people-oriented environment, operate with integrity and are a results-driven individual, this position may be a great fit for you!

OUR COMMITMENT TO YOU:

- We are a team of dedicated professionals striving to create one of Canada's best-managed pension plans.
- We offer opportunities for continuous learning and leadership growth.
- We support your well-being through comprehensive physical, mental, and financial wellness programs.
- We are committed to Diversity, Equity, and Inclusion, fostering a workplace where everyone thrives.

WHAT WE OFFER YOU:

- A competitive salary and benefits package that includes vision and dental coverage, optional extended health benefits, generous vacation allotment and a defined benefit pension plan.
- Employee & Family Assistance Program (EFAP).
- Training and mentoring to support your career development with us.
- A growth trajectory that extends upward and outward, providing you with supplemental education and encouraging you to develop new skills.
- A strong work-life balance.



ABOUT THE WCEBP

Serving our Members for more than 100 years, *The Winnipeg Civic Employees' Benefits Program (WCEBP)* provides defined benefit pension and disability benefits to employees of the City of Winnipeg and eight other participating employers. Under the direction of the Chief Executive Officer, the *WCEBP* also provides the day-to-day administration of the *Winnipeg Police Pension Plan*. The two Plans have 22,000 active and retired *Plan* members and approximately \$9 billion in assets.

The *WCEBP* is committed to integrity, service excellence, and operating in the best interest of our Members. Our Vision is to be considered by Plan Members and industry peers as one of the best-managed pension plan organizations in Canada.

WHAT YOU WILL DO:

Recruitment and Retention:

- Support the full-cycle recruitment process, facilitate orientations for new staff and maintain HR records in compliance with privacy legislation and procedures.

Labour Relations:

- Interpret Collective Agreement(s) and labour legislation to provide direction to management and employees for the purpose of ensuring compliance and understanding.
- Lead and/or participate in the investigation and resolution of employee or union concerns and grievances.

Employee Relations:

- Identify employee relations issues, create solutions and facilitate implementation of action plans to foster a motivated, positive workforce.
- Collaborate with and respond to employees' inquiries regarding HR policies, procedures, benefits etc.

HR Metrics & Reporting:

- Analyze HR metrics for the purpose of tracking and identifying HR trends, successes and areas of improvement.

Communications:

- Develop human resources policies and programs and provide communications on such to staff.

Training and Development:

- Collaborate with management to identify employee training and development needs and provide training related to such.

WHAT IS THE COMPENSATION?

\$76,000 – \$96,000 (based on qualifications and skills)

We thank all applicants, but only candidates selected for an interview will be contacted. Prior to starting employment with WCEBP, the selected candidate will be required to successfully complete a background check, which may include proof of education/qualifications and a criminal record check.

WHAT WE ARE LOOKING FOR?

- An undergraduate degree in Commerce or Business Administration with a major in Human Resources or a related field.
- Chartered Professional in Human Resources designation is an asset.
- Five (5) years of progressive HR/Employee relations experience (or related field), with a demonstrated focus on recruitment and retention.
- Experience working in a unionized environment or complex public sector organization is preferred.
- Experience in analyzing and recording HR metrics.
- Experience in creating comprehensive policies and procedures.
- Experience in interpreting employment laws and collective agreements, including experience in managing labour relation matters.
- Experience in supporting the training and development of employees.
- Exemplary communication skills, with the ability to collaborate, consult and coach effectively at all levels.
- High attention to detail with proven ability to manage multiple priorities in a fast-paced, dynamic environment.



READY TO APPLY?

Please submit your cover letter and resume outlining your qualifications to WCEBP Human Resources, at email CarriePotts@winnipeg.ca, no later than **November 22, 2024**.