



Job Title: Director, Corporate Services
Organizational Unit: Corporate Services
Division: Corporate & Customer Service
Location: Moose Jaw

Short Description

As the Director, Corporate Services, you will provide strategic and operational leadership and management expertise specific to the Human Resources, Payroll, Occupational Health & Safety, and Facilities departments within SaskWater. As the senior subject matter expert in HR, you will develop, implement and execute HR Strategy.

Job Duties

Oversee the Corporate Services division, ensuring that services are provided in an effective and efficient manner. Provide leadership and vision for development and implementation of annual division plans and budgets aligned with corporate strategic direction.

Oversee, coach and provide leadership to unit managers. Actively engage in all aspects of performance management for direct reports. Counsel managers regarding individual and work unit action plans, employee issues, etc. Promote and model the development and maintenance of SaskWater's culture, including collaborative and harmonious relationships with division managers.

Develop, implement and execute HR strategy and policy in alignment with SaskWater's strategic priorities and business needs. Oversee HR programs and practices in regard to recruitment, employee relations, policy interpretation, training and development, job evaluation, benefits and claims management, performance management and management of employee issues.

Ensure efficient delivery of OH&S, Payroll & Facilities Management programs in accordance with applicable legislation, corporate policy and best practice.

Act as the lead and spokesperson in corporate labour relations, employing HR best practice to promote and maintain harmonious relationships between SaskWater, its employees and their Union.

Manage talent management and compensation-tied programs including performance management, compensation, career development planning and succession planning to ensure SaskWater can successfully recruit and retain talent.

Advise all levels of management up to and including Executive regarding best practice management of sensitive, high-profile, high-stakes and/or volatile issues, including but not limited to harassment complaints, legal challenges, incident investigations, employee disability management, conflicts of interest, code of conduct violations, and performance management up to and including termination.

Qualifications

To qualify, you will have a degree in Business Administration or Commerce, specializing in Human Resources or similar discipline and a Chartered Professional in Human Resources (CPHR) designation. In addition to the above qualifications, the job requires 8 years of progressively more responsible experience in the following areas:

- Strategic Planning

- Labour Relations (collective bargaining negotiations)
- Employment Policy and Program Development
- Compensation Systems
- Performance Management Systems
- Safety Leadership
- Payroll Practices
- Facility Management

You have strong interpersonal skills with the ability to work collaboratively with others and have the ability to facilitate, coach, mentor and lead individuals and groups.

Special Requirements: *The position requires the incumbent to undergo a Criminal Record Check and Drug and Alcohol test.*

A valid Saskatchewan driver's license is required.

Application Deadline

November 12, 2020

To Apply

Please indicate where you learned of this opportunity and send a resume and cover letter to:

SaskWater
Human Resources
200 - 111 Fairford Street East
Moose Jaw, Saskatchewan S6H 1C8
Email: hr@saskwater.com

SaskWater offers competitive wages and an attractive benefits package. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

SaskWater values workplace diversity and is committed to maintaining an inclusive and respectful workplace.

