



KENNEBECASIS **REGIONAL POLICE FORCE/FORCE DE POLICE** **RÉGIONALE**

Kennebecasis Regional Police Force
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Human Resources Generalist

Kennebecasis Regional Police in Quispamsis, New Brunswick

The **Kennebecasis Regional Police Force (KRPf)** is hiring a people-focused, professional **Human Resources Generalist** to lead its human resources function. The Human Resources Generalist reports to the Chief of Police and will work closely with the Senior Leadership Team in providing professional Human Resource support to the KRPf.

This is a full-time permanent position with a requirement to successfully pass a 12-month probationary period.

Why Choose to Work at the Kennebecasis Regional Police Force?

The Kennebecasis Regional Police Force is a professional, innovative police force of approximately 48 employees. The employees of this police force are committed to ensuring the communities of Rothesay and Quispamsis are provided with the highest quality of policing services with a sharp focus on maintaining safety, security and a healthy and vibrant community for all to enjoy. With the support and cooperation of our communities, the KRPf Board of Police Commissioners, and all of its partners in public safety, the KRPf offers a wide range of general and specialized policing services aimed at being proactive, visible, and responsive to the needs and priorities of the citizens served.

About Kennebecasis Regional Police Force

The mission of the KRPf is to work in partnership with the communities served to improve the quality of life by ensuring the order, security, peace and safety of the citizens of the Towns of Quispamsis and Rothesay, New Brunswick. The vision of the KRPf is excellence in policing services achieved through community commitment, partnerships, innovation, and leadership. The core values of the KRPf are honesty,

integrity, professionalism, compassion, respect, pursuit of excellence, and accountability.

Human Resources Generalist -- What You Will Be Doing

The Human Resources Generalist is responsible for developing a human resource plan that enables the execution of the KRPF's strategic plan. This position provides leadership and recommendations to the Chief of Police, the Senior Leadership Team, and staff on human resources programs, policies and services including the functional areas of workforce planning; employee and labour relations, human resources policy, HR information management, HR analytics and reporting; diversity and inclusion; recruitment and talent management; learning and development; pay and benefits programs; organizational effectiveness; health, safety and wellness; and performance management.

The Human Resources Generalist will be leading human resources for an organization of approximately 48 sworn and civilian employees in a unionized work environment.

Key Areas of Responsibility:

Strategic Human Resources & Administration

- Design and lead the execution of strategic human resources plan, programs, policies and services to ensure compliance with applicable legislation, collective agreement, and administrative requirements.
- Build HR business acumen within the larger team and provide advice and recommendations by understanding operational business drivers, the work environment, and management and employee needs.
- Design training calendar and deliver HR training for staff in consultation with the Senior Leadership Team and other key stakeholders.
- Monitor current with latest trends and best practices within human resources and consider adopting from an organizational lens of fit based on culture and priority areas.
- Track, analyze and maintain calendar for vacation time used, sick hours, and other absences for reporting and policy compliance.

- Manage personnel files to ensure appropriate documentation and communication occurs for hiring, training, leaves, and any discipline letters.
- Manage accommodations plans and return to work process to ensure any occupational and non-occupational injuries and accident meet standards and protects employee privacy and confidentiality.

Change Management and Project Sponsorship

- Act as project sponsor for human resources projects including: leading the communications, stakeholder consultation, and roll-out of key training and program initiatives.
- Take proactive action to ensure others buy in the larger mission, goals and agenda of the KRPF
- Establish strong personal credibility as a leader and brings the team together in the face of challenges and to support change.
- Champion change by communicating a clear and compelling understanding of what the change will accomplish

Build and Sustain Relationships

- Develop and maintain relationships with the Senior Leadership Team, staff, the Union President, and the management teams at the Town of Quispamsis and Town of Rothesay.
- As a service provider to leadership, unionized, and non-unionized employees at the KRPF, maintain the utmost degree of trust, discretion, privacy, and integrity with all stakeholders.
- Facilitate resolution of any escalated employee relations issues in accordance with policies and procedures.
- Answer employee questions on human resources policies, collective agreement, pay and benefits; and human resources programs and procedures.

- Manage relationships of key vendors including Employee Assistance Program, external consultants, etc.

Recruitment and Employee Relations

- Manage recruitment and hiring process to meet organizational objectives and ensure fair process occurs.
- Lead regular employee engagement survey process and staff communication.
- Foster an engaging, respectful and productive work environment through design and delivery of diversity and inclusion program.
- Manage the performance process and provide feedback on goal setting and learning and development goals.
- Participate in and prepare for union negotiations, grievance resolution, and collective bargaining analysis and discussion as required.

Experience, Education & Skills Required

- 5+ years providing HR advice, guidance and leadership, ideally in a police force, municipality, government or unionized environment.
- Proven ability to implement strategic change while maintaining strong relationships with internal and external stakeholders.
- Experience leading major culture change initiatives and project management is required.
- Strong communicator with political acumen. Strategic leader that is diplomatic, accountable, and results-driven.

- Able to connect and build relationships with different personality and work styles.
- Possess exceptional organizational skills and unparalleled attention to detail.
- Excellent professional judgement, commitment, and proven ability to maintain confidentiality.
- Strong ability to anticipate needs or issues, and create solutions to address them.
- Willingness to be flexible. As a relatively small organization, KRPF employees often perform duties outside of their primary role description to achieve success for the organization.
- Exceptional communicator who is collaborative and always displays professionalism.
- Knowledge and experience with relevant legislation including New Brunswick Human Rights Act, Occupational Health & Safety Act, Employment Standards, and collective agreements preferable.
- University degree in business, social sciences, human resources, or related field.
- CPHR or equivalent designation is an asset.
- This position is English essential, but ability to communicate in French would be considered an asset.

Competencies and Personal Characteristics

- **Ability to Communicate Effectively:** communicates effectively both verbally and in written form to instill commitment and confidence among staff. Demonstrates strong interpersonal skills and able to work with diverse team and adapt communications style to build consensus across team. Interactions are

based on respect and an appreciation that people with varying backgrounds and viewpoints enrich the organization.

- **Fostering Strong Relationships:** people focused leader able to build trust and rapport with variety of stakeholders.
- **Developing Self & Others:** Able to work collaboratively to define and deliver key business solutions and results. Exceptional at getting work done and known for their ability to accomplish objectives through commitment, reliability, and engaging others.
- **Team and Change Leadership:** Respond to challenges with innovative solutions and policies and will demonstrate a willingness to question conventional wisdom as a means of serving both internal and external customers. Solicits team input and provides information that could affect planning or decision making by encouraging others to offer their ideas or opinions and works with partners to create policies that support an integrated delivery of service.
- **Ethical Responsibility & Accountability:** Treats people fairly and with dignity. Is willing to admit mistakes, even in the face of adverse consequences. Acts as a role model of KRPF values and principles.

Compensation

The KRPF offers a competitive compensation package including base salary, generous benefits package, and pension.

To Apply: (Deadline to apply: Monday, October 21st, 2019 at 4:30pm)

If this exciting opportunity is one you would like to discuss, please forward your résumé and interest in confidence to Inspector Anika Becker at: anika.becker@nbpolice.ca

To learn more about the Kennebecasis Regional Police Force, please visit: www.kennebecasisregionalpolice.com

The KRPF is committed to employment equity and fostering diversity with our community and developing an inclusive workplace that reflects the communities we serve. The KRPF welcomes and encourages applications from all qualified individuals.