



HAMILTON POLICE SERVICE

Career Opportunity: **Manager, Labour Relations & HR Services**

Salary: \$131,848 - \$155,115 annually
(1 position - Minimum 18-month contract)

SUMMARY

About HPS

Hamilton Police Service (HPS) patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary

Reporting to the Director, Human Resources, the Manager, Labour Relations & HR Services is responsible for providing a full range of labour/employee relations expertise and providing support to the grievance and bargaining process and is accountable for leading a team in the administration and management of all HR systems, HR analytics/reporting, job descriptions and job evaluation.

Duties include but not limited to:

- Provide specialist advice and interpretation/assistance on a wide variety of labour/employee relations matters (e.g. collective agreement administration and negotiation, application of HPS policies and case law, union relations, grievance handling, discipline; effective strategies, best practices, application of collective agreements/employment related statutes etc.).
- Oversee the administration of all employee life cycle transactions including but not limited to new hires, transfers, leaves of absence, retirements, terminations, and administration of entitlement banks in accordance with the collective agreements.
- Facilitate grievance process, preparing data and analysis in advance of grievance meetings. Arrange and carry out alternative dispute resolution (ADR) processes, to resolve grievances and other disputes.

- Assist HR Director, with researching and developing information packages and proposals for collective bargaining processes; participate in negotiations. Oversee the implementation of ratified collective agreement settlements.
- Oversee the ongoing maintenance and continuous improvement initiatives related to the Service's HRIS system and time management system, including ongoing process reviews, upgrades and recommendations for additional functionality.
- Oversee all HR data and analytics/reporting. Review and conduct analysis to determine required staffing levels, including but not limited to retirement/staffing projections and strategic planning.
- Analyze and recommend changes to policies, procedures, and programs consistent with HPS needs and requirements by collecting and analyzing information, and researching case law and best practices of related employers.
- Assist Legal Counsel/HR Director with preparing cases for administrative tribunals and arbitrators (e.g. Ontario Labour Relations Board, Workers Compensation Board/Appeals Tribunal, Employment Standards Board, Human Rights Tribunal), supporting employer position/view. Assist with the implementation of settlements/arbitration decisions.
- Assist HR Director, with researching and developing information packages and proposals for collective bargaining processes; participate in negotiations, as required.
- Oversee the development and maintenance of the Service's Civilian and Sworn job descriptions and organizational charts. Oversee organizational structure changes and provide recommendations to Senior Command.
- Oversee the Joint-Job Evaluation program and participate in the Joint-Job Evaluation committee for the HPS.
- Support Senior Command with employee performance concerns and the development of performance improvement plans.
- Conduct workplace harassment investigations in accordance with internal policies and legislation.
- Work with the Director of Finance to prepare costing scenarios during grievance, arbitration, and collective bargaining negotiations, as well as to assess the impact of legislative changes.
- Develop and administer ongoing training programs for Managers/Supervisors on contract interpretation, interpretation of employment related statutes, performance management, constructive discipline, grievance procedures, etc.
- Oversee a broad range of HR projects relating to HR systems, organizational development, performance management, change management and succession management.
- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Education:

University Degree in Human Resources, Business Administration, Labour Relations, or a related field.

Experience:

- Minimum five (5) years of progressive labour relations and human resources experience, in a complex unionized environment, managing grievances, conducting workplace investigations, providing assistance during collective bargaining.
- Previous experience managing HR systems processes and HR data/analytics, including HR system implementations is required.
- Demonstrated knowledge of employment/labour law, labour and employee relations, and grievance/arbitration process/administration is required.
- Public sector experience is an asset.

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Skills & Key Competencies:

- Experience working in public sector unionized environment and building and maintaining positive and collaborative relationships with all stakeholders, including Association, Senior Management and members at all levels.
- Proficient in presenting ideas clearly and effectively, using business-friendly and user-friendly language to ensure understanding across diverse audiences.
- Proven leadership skills with the ability to manage and motivate a multidisciplinary team.
- Excellent communication and interpersonal skills for liaising with employees, management, and external agencies.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number **#2026-015** in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **March 26th, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.