



Join us and make a difference.

Manager, Human Resources

Permanent Full-Time, (35 hours/week)
Salary Range: \$105,000 – \$135,000 (annual)
Location: Sudbury, ON (office-based with flexibility)

Workplace Safety North (WSN) is seeking an experienced Human Resources professional to manage the organization's HR function. Reporting to senior leadership, the Manager, Human Resources provides both strategic and operational support across employee and labour relations, talent management, total rewards, and HR compliance. This role is well suited for a collaborative and practical HR leader who enjoys building strong relationships, supporting leaders and employees, and contributing to a great place to work.

Key Responsibilities

- Provide HR advice and guidance to leaders and employees on a broad range of people-related matters
- Lead recruitment, onboarding, employee engagement, and employee development initiatives
- Support employee relations, performance management, conflict resolution, workplace accommodations, and return-to-work programs
- Administer and interpret collective agreements, support grievance management, and contribute to labour relations activities
- Oversee compensation, benefits, pension, leave, and HR administration programs
- Maintain HR systems, employee records, reporting, and data integrity
- Ensure compliance with employment, labour, and human rights legislation, as well as organizational policies and practices
- Support workplace health, safety, wellness, and inclusion initiatives
- Lead HR projects and continuous improvement activities

Qualifications

- Post-secondary education in Human Resources, Business Administration, or a related field
- CHRP or CHRL designation
- Five to seven years of progressive Human Resources experience
- Experience in a unionized environment, including collective agreement interpretation and grievance handling
- Strong knowledge of Ontario employment and labour legislation

WSN is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSN will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process.



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- Experience administering compensation, benefits, and pension programs
- Experience with HRIS systems and HR reporting
- Payroll administration experience is considered an asset

The Ideal Candidate

The successful candidate is a trusted HR professional with strong relationship-building, communication, and problem-solving skills. They bring sound judgment, discretion, and a practical approach to supporting leaders and employees while balancing multiple priorities in a dynamic environment.

A valid driver's license and the ability to travel occasionally is required.

Human Resources

Workplace Safety North

690 McKeown Avenue

North Bay, ON P1B 9P1

E-mail: talent@workplacesafetynorth.ca

www.workplacesafetynorth.ca

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

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