JOB TITLE: MANAGER, HUMAN RESOURCES

LOCATION: HUMAN RESOURCES/BANGOR

REPORTS TO: VICE PRESIDENT, HUMAN RESOURCES AND EXTERNAL AFFAIRS

POSITION STATUS: EXEMPT, NON-BARGAINING UNIT

POSITION OVERVIEW:

Reporting to the Vice President, Human Resources and External Affairs, this senior level position plays a central role in the design and execution of Emera Maine’s Human Resources Strategic Plan and programs. The Manager, Human Resources maintains and optimizes the organization’s human resources programs by planning, implementing, evaluating and improving employee policies, programs and practices, including employee engagement and development; total compensation (including benefits) and wellness, leadership development and succession planning; recruitment and retention; employee and labor relations.

ESSENTIAL FUNCTIONS:

1. The Manager promotes a culture of professionalism, integrity, quality, and teamwork, committed to achieving Emera Maine’s business objectives by ongoing employee development, setting high standards of performance, and ensuring employees achieve their full potential.

2. Leads HR Team in advising and guiding all parts of the business on policy development, employee involvement, recruitment, promotions, transfers, performance management, and dispute resolution, and ensures ongoing development of the Team.

3. In collaboration with the Vice President, Human Resources, designs, implements and monitors Human Resources’ strategic plan.

4. Establishes analyses and develops programs on the basis of Human Resources key metrics and performance analytics. Leads the development and maintenance of the HR KPIs that support the accomplishment of Emera Maine’s strategic plan.

5. Develops; monitors and adheres to Human Resources annual budget that includes employee benefits, Human Resources services, employee recognition, benefits and wellness programs, recruitment, labor relations, and 401(k).
6. Member of Emera Maine Management Pension Committee.
7. Leads the development of Human Resources goals and annual work plan.
8. Guides the Company’s labor and employee relations programs.
9. In collaboration with Corporate Relations and Emera Human Resources/Corporate Relations facilitates meaningful employee engagement initiatives, including the annual Emera Employee Engagement Survey.
10. Ensures Emera Maine’s Compensation, Benefits and Wellness programs meets ERISA and other regulatory compliance requirements as a minimum, provide value to our employees, are competitive in our market places, and are cost responsible for our rate payers.
11. Establishes quality standards as it pertains to talent acquisition approach for Emera Maine. This includes timeliness of recruitment; ensuring we are committed to hiring the caliber of employee that best meets the roles for today and the future business needs. This also includes ensuring that new employees and employees new to roles are properly on-boarded to Emera Maine culture and the Emera Story.
12. Ensure legal compliance by monitoring and implementing applicable human resources federal and state requirements. Ensures Emera Maine meets all Department of Labor, ERISA, and other relevant compliance requirements.
13. Leads development and maintenance of performance evaluation (My Annual Performance Plan MAPP) and leadership programs, as well as the annual salary review and incentive (BSC, PSU) process. Coordinates mid-year BSC forecast.
14. Participates in Emera Human Resources forums as applicable, and acts as designate for VP Human Resources and External Affairs as appropriate.
15. Acts as a role model in regards to Safety and Environmental leadership.
16. Works in accordance with the documented environmental procedures, instructions, and specific responsibilities as defined in individual procedures and instructions. Reports problems or deviations associated with environmental issues and the Environmental Management System (EMS) to the Environmental Department.
17. Other related duties as assigned including designated duties associated with System Restoration.

REQUIRED OR PREFERRED EDUCATION, CERTIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

1. Bachelor’s degree in Industrial Relations, Human Resources, Business Administration, or related field required, Masters degree preferred.
2. A minimum of seven (7) years of Strategic Human Resources and leadership experience required.
3. Well-versed in application of employment law experience in benefits administration, including pension, 401(k) and the Affordable Care Act, compensation programs, and other Human Resources recognition and engagement programs and processes.
4. Direct experience with collective bargaining and a unionized workforce required.
5. Proficiency in use of Microsoft Word, Excel, and computer applications required.
6. Excellent organizational skills, the ability to handle multiple priorities, the ability to meet deadlines, strong analytical skills and excellent oral and written communication skills required.
7. Active affiliation with appropriate Human Resources networks and organizations preferred.
8. SPHR Certification preferred.
9. Position requires a valid Maine driver’s license and the ability to travel to Canada.

**PHYSICAL AND MENTAL JOB REQUIREMENTS:**

1. Position is primarily sedentary, with standing, walking, and driving required.
2. Position requires strong oral and written communication skills.
3. Position requires visual and mental concentration.
4. Position may require irregular hours and occasional travel.
5. Emera Maine is a tobacco free and fragrance free workplace.

**RATE OF PAY:**

Salary Level is commensurate with experience and qualifications.

**IMPORTANT APPLICATION INFORMATION:**

Candidates shall apply by submitting an application and resume to jobs@emeramaine.com.

Please note documents sent directly to Human Resources will not be accepted. All material has to be sent to jobs@emeramaine.com.

**REVISED:** September 11, 2015
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