



Kitchener Public Library

Manager, Human Resources

April 17, 2025

Central Library

Permanent Full-Time: 35 hours per week

\$82,173 - \$96,131

Non-Union Position

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

What you will do

Kitchener Public Library is seeking a thoughtful, people-focused **Human Resources Manager** to help lead the next chapter in our evolving HR team. Reporting to the Director of Human Resources, the HR Manager provides day-to-day leadership for the HR function and oversees the HR Associates. You will guide key operational areas such as recruitment, onboarding, training, workplace accommodations, and performance support—while also contributing to policy development, labour relations, and engagement initiatives that help build a supportive, inclusive, and forward-thinking workplace.

In this role you will:

- Supervise and coach a team of HR Associates
- Provide guidance on recruitment, onboarding, training coordination, accommodations, and performance practices
- Interpret and apply collective agreement provisions in day-to-day matters
- Lead employee engagement initiatives and support policy consistency
- Monitor documentation standards and HR metrics
- Liaise with union representatives and support labour relations
- Contribute to strategic projects that enhance culture, service, and equity
- You will work closely with library managers and staff across all locations and will act as a key connector between frontline implementation and strategic HR leadership.

What you bring

- Post-secondary education in Human Resources, Industrial Relations, or a related field
- CHRP designation (or working toward certification) preferred
- Minimum of 4-5 years of progressive HR experience, including 2 years of supervisory responsibilities
- Experience working in a unionized environment is essential
- Knowledge of employment legislation, HR best practices, and equity-centered HR approaches
- Strong interpersonal, coaching, and problem-solving skills
- A collaborative, adaptable, and service-oriented mindset
- Ability to lead with empathy and foster a culture of learning and belonging

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Thursday, May 1, 2025**.

Please quote **Manager, Human Resources** in the subject line. To print a copy of our application form, go to kpl.org/jobs.

We encourage applications from candidates who reflect the diversity of the Kitchener community. Kitchener Public Library is committed to employment equity and creating a workplace that reflects the values of inclusion and accessibility.

Accommodations are available throughout the recruitment process upon request.