



City of Summerside

Job Opportunity - Director Human Resources and Legal Services

The City of Summerside is seeking a highly motivated individual to join our team as our Director of Human Resources and Legal Services. A vital senior management team member reporting to the Chief Administrative Officer, the Director of HR and Legal Services will play a leading role in shaping and overseeing our high-performing “people” culture. And our people truly are our biggest asset. You will also be responsible for managing our legal services. This is an equally essential and interesting part of the role. Your legal work will be broad, including utilities law, labor relations, contract negotiations, administrative law, and more. In Summerside we are always pushing the limits on the “possible.” Our culture will keep you sharp and on your toes.

Our ideal candidate will possess a law degree and have a minimum of two years practice experience. If your path has been different, but you think you’d be a great fit anyway, we’d still love to hear from you. Knowledge and experience in HR practices, labor relations, and a CPHR designation would certainly be strong assets. The ideal candidate must have the highest ethical standards and possess excellent analytical, interpersonal, organizational, and communication skills.

This job will be professionally and personally rewarding. You will contribute to the growth and development of Summerside, and you will see and feel the fruits of your labor daily as you participate in the community.

Applicants are invited to email a confidential covering letter and resume by March 24, 2023, to: gmacfarlane@city.summerside.pe.ca. Please outline clearly why you will love being in the role and why we will love having you on the team.

Salary Range: \$115,000 - \$130,000

The City of Summerside thanks all candidates who apply. Only those selected to move on in the competition will be notified.