

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**

3 Page 7, lines 6-9 - Provide the employee job descriptions for each position within
4 Nalcor's Labour Relations department in 2013.

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7 A. The Corporate Labour Relations function was restructured under the Manager of
8 Human Resources and Labour Relations (HR/LR) in 2012 (see response to PUB-NLH-
9 248). An HR/LR Lead and an HR/LR Advisor currently support the labour relations
10 function specific to Hydro. Copies of these job descriptions are provided in the
11 response to PUB-NLH-173. The job description for the Manager of Human
12 Resources and Labour Relations is provided in PUB-NLH-249, Attachment 1.

Manager, Human Resources and Labour Relations

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Human Resources & Organizational Effectiveness
Department:	Human Resources
Section:	Human Resources
Subsection:	
Location:	St. John's

Organization Reporting

Direction Received:

As a member of the senior leadership team for Nalcor, this position receives general direction from the Vice-President, Human Resources & Organizational Effectiveness. Specific divisional/departmental objectives are agreed upon annually as part of the corporate planning process. The incumbent has wide latitude for discretion relative to on-going activities within the "People framework" of existing corporate and divisional policies and exercises a high degree of initiative and judgement in all areas of Human Resources (HR), Labour Relations (LR) and Organizational Effectiveness (OE).

Direction Exercised:

The senior Manager is responsible for overseeing and providing strategic direction for Nalcor and all of its subsidiaries, with primary accountability for HR, LR and OE, and provides leadership to all members of the team in support of these key areas. Also provides functional leadership to other members of the senior leadership team and operations partners.

Job Description

Summary of Job Function:

Provides overall strategic leadership within Nalcor in the development and implementation of best practice policies, procedures and processes in all key areas of: **Human Resources**: Compensation and Benefits, Talent Management (recruitment, workforce planning, training, leadership development, succession planning, and performance management) HRIS & Payroll; **Employee/Labour Relations**: Policies/Procedures, Collective Bargaining/Administration, Alternative Dispute Resolution; and **Organizational Effectiveness**: Continuous improvement, Change management, RACI, Organizational Design and Employee Engagement), and maintains an effective liaison with the Safety & Health and Environment departments in particular to ensure divisional alignment in key areas.

Principal Activities, Duties, and Responsibilities:

Provides direction and supervision to professional and administrative staff in the execution of the Department's Workplan, the delivery of high quality advisory services, and the provision of reliable and efficient transactional services (e.g., payroll, benefits/HR administration, JDE, etc.).

Provides expert functional support and advice to the company's regional, plant and departmental Managers, operations personnel and human resources staff in addressing human resource issues and challenges

Stewards the company's framework for achieving and maintaining Nalcor's reputation as a best employer and collaborates closely with other departments both within and outside HR/OE to ensure Nalcor's success in achieving its objectives under corporate Goal #4 - People.

Designs and implements consultative and other processes for ensuring that Nalcor employees are well informed and highly engaged in the company's vision and strategic directions.

Budgeting and Expense Management.

Job Specifications

Education:

University graduation from a Bachelor level degree preferably with a major in Human Resources/Labour Relations or an equivalent combination of education and experience. Masters degree is an asset.

Experience:

A minimum of ten (10) – fifteen (15) years progressively responsible experience in human resources, labour relations and organizational effectiveness at a senior leadership level.

Special Skills, Job Requirements, Working conditions, Etc.

Requires well developed skills in both oral and written communication, ability to work with and relate to all levels within and outside the organization, proven ability to manage administrative duties, ability to effectively supervise and communicate with subordinates and strong leadership ability. Must possess a thorough knowledge of relevant legislation (e.g. Human Rights and Labour Relations Act). Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications and JD Edwards.

Personnel Information

Salary Grade: HAY 17

Job Number:

Status: Active