

HUMAN RESOURCES COORDINATOR



Position Synopsis and Purpose (A position overview and how it connects to the big picture)

Reporting to the Director of Legislative Services/Clerk the Human Resources Coordinator is responsible for the development, implementation and coordination of all human resource services and programs and ensuring that the Township's HR practices and programs promote organizational effectiveness and an engaged workforce.

This includes being responsible for the operational activities of HR including employee/labour relations, collective bargaining, health, safety, wellness, disability management, compensation, benefits, performance management, training and development and coordinating the recruitment and hiring process in addition to providing support and guidance to all management of the organization as the content matter expert.

This position collaborates directly with the township departments to identify, recommend, develop, implement, and support cost-effective human resource programs and policies to promote an engaged, and high performing work force. This position uses operational and business expertise to support the goals and strategic direction of the municipality.



Major Responsibilities (What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Employee / Labour Relations</p> <ul style="list-style-type: none"> • Participates in all interactions with the union on behalf of the Township • Facilitates grievance hearings • Coordinates and participates in Collective Agreement Negotiations and assist with interpretation of the Collective Agreement • Coordinates meetings between the union and management • Advises senior staff on how to improve and manage employees' performance • Advises employees on various workplace issues • Facilitates the investigation of Human Resource complaints in accordance with legislative, regulatory and corporate policy, ensuring timely and comprehensive administration of the appropriate processes are effectively handled • Advocates on behalf of all staff, as required • Works with senior staff to promote and secure employee engagement • Acts as resource for all staff regarding resources and professional development • Chairs the Joint Health & Safety Committee • Acts as the management representative to the Ministry of Labour 	25%

Description	Approx. Time Spent (%)
<p>Compliance/Best Practices</p> <ul style="list-style-type: none"> • Develops and implements performance management programs to ensure a high performing workforce • Advises senior management on HR law, practices and programs • Advises and develops strategies on career planning, staff development and learning, and attraction/redeployment to ensure the Township has the necessary talent in place for current and future needs of the Township • Consults with Managers in the development of performance coaching and development programs, advising on a range of human resources issues and solutions, conducting team facilitation sessions. • Develops policies and procedures to support the vision and mission of the Township including policies required by Legislation/Regulation 	25%
<p>Administration</p> <ul style="list-style-type: none"> • Oversees the administration of human resource programs including wellness and health and safety programs • Administers the group benefit program • Process enrolment of new members into the OMERS pension plan • Oversees the entire lifecycle of an employee from hiring to departure • Administers the full-cycle talent acquisition process including sourcing, job posting, interviewing, assessing, selecting candidates, extending offers and onboarding • Coordinates and implements the comprehensive on-boarding for staff • Processes the enrolment of new members into the OMERS pension plan • Works with Finance Department to ensure the effective processing of payroll, including implementation of the non-union salary grid. • Administers employee leave and disability cases, including safe return to work practices • Responsible to ensure leaves are administered in accordance with the attendance management practices and WSIB legislation, LTD contract etc. • Ensures all records are filed and maintained in compliance with legislative and internal processes for Township • Prepares confidential and non-confidential correspondence • Other special projects and duties as assigned 	50%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training
(Description of training required in order to perform the major responsibilities)

- Leadership Training
- Occupational Health and Safety Training

- Diversity Training
- Conflict Resolution Training
- Investigation training

*Attends training, workshops and seminars where appropriate and as required.



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Post-secondary degree in Business Administration, Human Resources, or equivalent
- Additional certifications or diplomas in Human Resource Management is preferred

Experience

- Minimum of five (5) years of progressive human resources experience including unionized work environments

Knowledge/Skill/Ability

- Commitment to the vision of Council and senior management
- Excellent written and oral communication skills, with the ability to communicate with all levels of people and exercise a high level of discretion and diplomacy
- Strong negotiation and mediation skills
- Excellent interpersonal skills
- In-depth knowledge of the Employment Standards Act and other related provincial and federal legislation
- In-depth knowledge of common and best HR practices and principles
- In-depth knowledge of theories, principles, methods and work practices as they relate to Health & Safety
- Working knowledge of MS Office (Excel, PowerPoint, Word), database and financial management software
- Ability to be resourceful and flexible to meet the needs of the organization and demands of the position
- Ability to successfully pivot between strategy and tactical execution to meet goals
- Self starter
- Can work independently
- Attention to detail
- Skilled in time management and organization techniques
- Ability to multitask, learn quickly and easily adapt to a changing environment
- Ability to handle sensitive information with professionalism and tact
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Must be able to work in an extremely fast paced, changing environment
- Valid Ministry of Transportation Class "G" Driver's License.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Post-graduate certificate in Human Resources or similar
- Certificate in Alternative Dispute Resolution

Experience

- HR experience in the public sector
- Experience leading the collective bargaining process

Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”, noted above