



Human Resources Specialist
(Job #2025-010-CSD)
[Click here for Job Description](#)

Department:	Corporate Services
Status:	Full Time, Permanent
Date Posted:	August 12, 2025
Number of Positions:	1
Scheduled Hours:	35 Per Week
Salary:	\$79,708 to \$89,712

Position Purpose:

Under the direction of the Director of Corporate Services and/or their designate, this position provides Human Resources support and subject matter expertise to management and staff in a variety of areas, such as the development and implementation of human resources policies, programs, and procedures, as well as leading activities regarding human resources planning, full-cycle recruitment and selection, onboarding, training and development, employee relations, policy administration, maintaining employee records, pay equity maintenance, salary review and health and safety. This position involves handling issues of a highly sensitive and confidential nature.

Qualifications and Requirements:

- Education (degree/diploma/certifications)
 - Post Secondary education in human resources.
- Experience
 - Three (3) years progressive experience providing executive/senior level support including 1 year of experience directly relating to human resources.
 - A proven track record of high-quality work accomplishments.
 - Dealing with confidential information related to employee files and investigative files.
- Knowledge/Skill/Ability
 - Strong working knowledge of: Ontario Occupational Health and Safety Act (OHSA), Employment Standards Act, Accessibility for Ontarians with Disabilities Act, Pay Equity, Human Rights Code, and Labour Relations Act.
 - Working knowledge of Occupational Health & Safety managed systems, programs and processes i.e., risk analysis, accident investigation, workplace inspections, training and evaluation.

- Knowledge of various training methods including adult learning principles.
- Excellent communication skills.
- Knowledge of municipal government processes and parliamentary procedures.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Ability to work outside regular business hours as required.
- Working knowledge of UKG (Ultimate Kronos Group) Workforce Management Solutions
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Maintain a good relationship, exchange information, and represent the best interests of the municipality with employees, the Ministry of Labour, and Ontario Municipal Human Resources Association.
- Ability to interpret and apply applicable legislation, including OHSA and applicable regulations, standards and codes, WSIB and regulations, Ontario Human Rights Code, Employment Standards Act, Municipal Freedom of Information and Protection of Privacy Act, internal policies and procedures.
- Effective time management, analytical reasoning, and problem-solving skills.
- Ability to work in a fast-paced team environment and ability to work a flexible schedule when required.
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion.
- Extensive knowledge of accessibility legislation.
- Valid G Driver's License.

How to apply:

Please forward your resume along with a separate file outlining why you believe you are best suited for this position, in confidence by **August 29, 2025, at 4:00 p.m.**, identifying **Job # 2025-010-CSD** in the subject line to **thunter@thamescentre.on.ca**

Please save your resume in PDF version and save the document in the following format:
Full name, Position Title

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.

The Municipality of Thames Centre is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact thunter@thamescentre.on.ca or 519.268.7334 with your accommodation needs, quoting the job opening ID# and job title. Any information received relating to accommodation will be addressed confidentially.