



POSITION DESCRIPTION

Human Resources Advisor

Department	Office of the CAO
Classification	Non-Union
Reports to (Direct)	Chief Administrative Officer
Positions Supervised Directly	N/A
Position(s) Supervised Indirectly	N/A
Hours per Week	35
Effective Date	January 2024

POSITION SUMMARY

Under the direction of the Chief Administrative Officer, 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.

RESPONSIBILITIES

Human Resources

- Co-ordinate efforts to ensure compliance with Human Rights regulations in regard to accommodation in the workplace situations.
- Responding to management and employee inquiries and concerns as they relate to human resources functions in a diplomatic manner.
- Conducting/organizing investigations into sensitive and confidential matters when necessary.
- Assess and provide recommendations in regard to workplace harassment and violence in the workplace concerns.
- Develop, recommend and following approval, co-ordinate the implementation and administration of Human Resources policies/procedures for the Municipality and update the policy manual as required.
- Support the Chief Administrative Officer to ensure the Municipality's union and non-union salary administration and job evaluations systems are administered in accordance with Municipality policies and the Pay Equity Act.
- Assist with collective agreements negotiations.
- Provide input and participate as required in labour relation matters including labour - management meetings and grievance procedures.

- Co-ordinate the entire recruitment process. Including but not limited to ensuring job descriptions are up to date, preparing job postings to be posted on the various appropriate job sites, setting interview schedules, participating in the interview, preparing interview packages, completing reference checks, making job offers, interview back-up as required, coordinating testing of candidates, completing all offer letters and documentation.
- Responsible for employee onboarding and off-boarding.
- Provide guidance and support to directors and managers regarding performance management and policy interpretation and ensure all are properly filed.
- Support coaching of municipal employees as requested by the Directors.
- Ensures job descriptions are kept up to date.
- Ensures organizational charts up to date.
- Support the Municipality's employee recognition program and long term service awards.
- Update union seniority lists in accordance with collective agreement requirements.
- Assist the Payroll & Benefit Specialist with employee benefits including but not limited to extended health and dental, short and long term disability, Employee Family Assistance Program.
- Assist the Payroll & Benefits Specialist with processing WSIB claim submissions and develops and implements Return to Work Accommodation Plans.
- Manage all occupational and non-occupational claims to limit the Municipality of Thames Centre's liability.
- Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide reports on Human Resource issues to the Chief Administrative Officer.
- Assist with the training programs for all employees, including Health and Safety, Workplace Hazardous Materials Information System (WHMIS), Accessibility for Ontarians with Disability Act (AODA) and Succession Planning Programs.
- Ensure all human resource matters and documentation is handled in accordance with relevant legislation and internal policies.
- Attend meetings, seminars and conferences, as required, to improve or upgrade certifications as they apply to this job description.
- Deal with confidential employee information ensuring that various legislative requirements are met.
- Maintains the employee anniversary and employee address master list.
- Coordinates the Acknowledgement and Recognition of Significant Personal Events of employees as per the Municipality's policies.
- Administer the Family Services and Employee Assistance Program.
- Maintains thorough knowledge of the staff processes and a high-level understanding of the Corporation's records management system, policies and procedures.

Health and Safety

- Manages the Municipality's Health & Safety Program ensuring that legislative requirements are met, including, coordinating the Joint Health and Safety Committee activities.
- Responsible for development, framework and format of H&S policies and procedures and policy recommendations as well as ongoing maintenance. Ensure policies and procedures are reviewed ensuring compliance with legislative requirements including Federal, Provincial and municipal legislation.
- Coordinates all of the Joint Health and Safety Committee's activities including but not limited to meetings, training and inspections, providing advice and liaising with various government agencies in resolving issues.
- Review for completeness and accuracy of information accident reports, authorize and submit all Workplace Safety and Insurance Board (WSIB) Form 7s, and be the main point of contact for all WSIB and return to work programs.
- Conduct and monitor workplace audits to minimize or alleviate unsafe work conditions and practices to reduce workplace accidents; problem solve and provide recommendations related to workplace practices/conditions.
- Maintain all staff training records for health and safety requirements.
Act as the liaison between the Municipality, the Ministry of Labour, the Workplace Safety and Insurance Board and the Public Sector Health & Safety Association respecting occupational health & safety.

Maintain Municipal Records

- Maintains thorough knowledge of the staff processes and a high-level understanding of the Corporation's records management system, policies and procedures.
- Assists with maintaining and documenting all human resources files, ensuring confidentiality, legislative requirements (including the records retention by-law) and internal policies are met.

Other Related Responsibilities

- Provides support in the preparation and administration of municipal contracts, tenders and requests for proposals relating to human resources.
- Assist with the creation and monitoring of the corporate budget as it relates to human resources.
- Assist corporately with special projects and strategic initiatives as required.
- Provide back up for the processing of payroll.
- Coordinate clothing orders for all Municipality staff and council members.
- Prepare reports/presentations as required for the Chief Administrative Officer.
- Responsible for the development of departmental goals and objectives and recommend

new or improved ways to perform the human resource function.

- Perform other related duties as assigned.

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.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications)

Post secondary education in the field of human resources.

Certified Human Resources Professional designation (CHRP)

Experience

Five (5) years progressive experience providing executive/senior level support including five (5) years 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.

WORK SETTING

Contacts

CONTACT	FREQUENCY	NATURE OF INTERACTION
CAO	Frequent (daily)	For all direction from the CAO and to provide updates on projects/work plan and to assist when required.
Communications Manager	Regular (Weekly)	To assist with internal communication
Payroll & Benefits Specialist	Regular (Weekly)	To assist with payroll & benefits
Senior Management Team	Infrequent	To assist with human resources for each department, or information as required.
Public	Infrequent	Inquiries
All departments/employees	Infrequent	Inquiries

Work Conditions

Working within an office environment, with off-site meetings on an as needed basis.

Attend after hours Council meetings as need be.

Normal hours of work are 35 hours per week, Monday to Friday.

Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions; resolves conflict and obtains willing action or consent.

* Job description is subject to change without notice*