



Job Description

JOB TITLE: HR Coordinator

DEPARTMENT: Office of CAO

SUPERVISOR'S TITLE: CAO

SUPERVISES: DIRECTLY: None
INDIRECTLY: Contracted services as assigned

JOB DESCRIPTION DATE: June 2022

POSITION SUMMARY

Reporting to the CAO, the Human Resources Coordinator is responsible for the development and administration of human resource policies, procedures and programs including recruitment, monitoring employment regulations, employee relations training, and development and organization development.

The HR Coordinator will also work closely with the deputy treasurer and department heads.

DUTIES AND RESPONSIBILITIES

Human Resource Policies Administration:

1. Develop and implement new/revised policies and procedures for the Town related to all areas of Human Resources.
2. Maintain corporate HR records and ensure proper maintenance of confidential personnel files and staff training records.
3. Keep current employment related policies and procedures in compliance with the Employment Standards Act and any other legislation.
4. Ensure employees are trained and keep compliant with relevant policies and procedures.
5. Coordinate town wide or departmental training sessions and seminars.
6. Coordinate employee surveys and other engagement opportunities.
7. Work with the Town's HR consultants regarding pay equity, job ratings and market checks.

8. Maintain and update job requirements and job descriptions when required.
9. Maintain a database of employee performance review timelines and records of completion.
10. Provide support for performance review process, including with any follow up or required action resulting from performance review process.
11. Coordinate any required employee accommodation plans.
12. Work with the deputy treasurer regarding all human resource issues that are connected to payroll and benefits administration.
13. Participate in developing the annual budget development for HR related requirements
14. Other duties as assigned by CAO or designate.

Recruitment Administration:

1. Prepare job descriptions for approval of department head or CAO and then rating.
2. Prepare and post advertisements for recruitment.
3. Receive resumes.
4. Participate in the screening and selection process.
5. Prepare interview questions.
6. Serve as member of the interview team as designated.
7. Conduct confidential reference checks.
8. Prepare letters of offer and other confidential human resource related communications on behalf of the CAO or department heads.
9. Plan and complete onboarding for new hires and perform orientation for all relevant municipal policies and procedures.
10. Perform exit interviews as required.

QUALIFICATIONS AND EXPERIENCE

1. Post-secondary education or university degree in Human Resources or knowledge of HR concepts, policies and practices acquired through formal academic training and/or relevant years in an HR generalist capacity.
2. Three (3) years Municipal HR experience preferred and relevant office experience.
3. Strong knowledge of relevant provincial and federal legislation, acts and regulations including Occupational Health and Safety Act, Employments Standard Act, the Ontario Human Rights Code, the Pay Equity Act, and Accessibility for Ontarians with Disability Act.
3. Demonstrated knowledge of employment trends and issues, including diversity and equity.
4. Certified Human Resources Professional (CHRP) designation preferred or willingness to obtain.
5. Strong written and verbal communication skills.
6. Proven organizational and time management skills to manage competing priorities and demands.
6. Excellent administrative, interpersonal, organizational, time management and employee relations skills.

7. Ability to multi-task, cope with interruptions and work under pressure to meet deadlines.

9. High degree of proficiency with computer applications – Microsoft office products including Excel, Word and Outlook. Experience with municipal accounting software Keystone Complete and Laserfiche an asset.

SKILLS

- Strong interpersonal, verbal and written communication skills.
- Excellent conflict resolution and negotiation skills.
- Strong organization skills and significant attention to detail.
- Strong public relations, customer service, and communication skills.
- Ability to be a team member, however able to work independently with minimum supervision.
- Strong problem-solving and conflict management skills.
- Ability to communicate in a calm professional manner under pressure.
- Ability to multi-task in a fast paced, detailed-orientated environment.
- Ability to deal with difficult internal and external customers.
- Ability to demonstrate tact and discretion in handling confidential matters; respect sensitive information and maintain confidentiality.
- Provide a clear criminal record check.
- Valid Driver's License and personal vehicle to use when required.

Working Conditions:

- Normal working hours are 35 hours per week based on Monday to Friday 8:30 am to 4:30 pm.
- Location of position is Town Hall.
- This position may be eligible for a hybrid work from home model (under review).
- Ability to work overtime as assigned.