

Job Posting: Human Resources Specialist

Competition Number: 210021

Located amidst the 30,000 islands, the Town of Parry Sound hugs the shores of Georgian Bay. The Town of Parry Sound is rich in arts, heritage, and the natural environment. The Town is located in the heart of a UNESCO Biosphere just off HWY 400, approximately 2.5 hours north of Toronto and 2 hours south of Sudbury. If you are looking for an outstanding destination to plant roots, you will find it in Parry Sound. Parry Sound offers an exceptional quality of life.

As part of the Administration Team, the **HR Specialist** will contribute to the strategic direction of the municipality by being people orientated and building and effectively managing interpersonal relationships at all levels. The ideal candidate will provide valuable insight and advice on all human resources matters.

Essential Duties and Responsibilities:

Reporting to the Chief Administrative Officer, the HR Specialist is responsible for providing expertise and support in all facets of human resources. This will include the development and implementation of recruitment and retention programs, corporate health and safety; compensation and benefits, disability management, and managing corporate training and development, as well as develop and oversee the implementation of plans that identify, prevent, and remove barriers for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). In addition, the role is visible and fosters trust and respect in the workplace.

Education, Knowledge and Skill:

The ideal candidate will reflect the Town of Parry Sound's values Collaboration, Honesty, Accountability, Respect, and Transparency (CHART). A minimum of five years' experience in municipal human resources management or related field, along with a university degree in human resources, business administration or related discipline. CHRP designation is required. The HR Specialist requires thorough knowledge of applicable accessibility, health & safety, human rights, employment and labour relations legislation, principles and practices, employment equity concepts, performance management concepts and tools, sick leave management, WSIB and local government functions and responsibilities. In addition, the individual must have a high level of organizational, interpersonal, managerial, and analytical skills, initiative, and ability to perform tasks without supervision. The successful applicant must also have good written & oral communication, presentation, persuasion and negotiating skills.

Compensation:

The Town of Parry Sound offers a compensation range of \$71,000 to \$91,000 annually and a comprehensive benefits package that starts on your first day and is an OMERS employer.



HR Specialist

Accessibility:

The Town of Parry Sound is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Join our team today and help us CHART a course for future success!

Application Process:

Interested candidates may submit a cover letter and resume by 4:00 pm Friday, December 17, 2021, to the attention of:

Rebecca Johnson, Clerk

Email: rjohnson@townofparrysound.com

Note: Please reference Competition 210021 HR Specialist in the subject line.

Applications will be reviewed and processed continuously, and a successful candidate may be selected prior to the application deadline.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.