

The Town of Parry Sound - Position Description

November 22, 2021

Position Title:

Human Resources Specialist

Reporting Relationship:

Reports to and works under the direction of the Chief Administrative Officer (CAO)

Purpose of the Position:

1. To provide expertise and support in all facets of human resources including, the development and implementation of recruitment and retention programs, corporate health and safety; compensation and benefits, disability management, and managing corporate training and development.
2. To 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).

Scope of the Position:

Works within human rights, labour, employment, health and safety, accessibility, and other relevant legislation; the Collective Agreement, and within Town's policies and procedures; and provides HR and AODA advice and services across the Corporation's departments.

Responsibilities:

Human Resource

1. Develops and recommends a Human Resources strategy to attract and retain a skilled and engaged workforce

2. Provides guidance and advice to management and staff on the implementation of human resources/employment related programs including recruitment, development, collective agreements, benefits, compensation, occupational health and safety, employee/labour relations, discipline, and termination to ensure compliance with legislative requirements and corporate policies.
3. Maintains the integrity of the Corporation's pay equity, job evaluation and compensation plans; coordinates the job evaluation process and liaises with the Joint Job Evaluation Committee and external consultants.
4. Researches and advises senior leadership on the implementation on performance management best practices, including training and development to manage and lead for peak performance, performance management tools, discipline, and termination.
5. Supports organizational review and succession planning with research and advice on role and job description development, impacts on employees, costs/benefits to the Corporation.
6. Develops and maintains employee policies, i.e., research, review, revise, draft and disseminate employee policies.
7. Oversees the maintenance of personnel records of employees and other related personnel information.
8. Prepares reports for Council consideration and seeks direction for employee/labour relations matters.
9. Provides advice and assistance to Directors, Managers and Supervisors concerning content and interpretation of the collective agreement, on Human Resource related legislation and Labour Relations processes.
10. Takes an active role on contract negotiation committees, including costing out proposal items.
11. Reviews the content of the collective agreement, discusses any required changes with management staff, performs research and makes recommendations for modification to the collective agreement(s) before and during collective bargaining.

12. Develops and maintains a corporate wide Accessibility Plan and monitoring process with appropriate measures to meet both internal and legislated requirements to assist departments with ensuring departmental and corporate legislative compliance.
13. Responsible for federal and provincial statutory reporting with regard to AODA.
14. Provides support to the Town's Accessibility Committee.
15. Researches, interprets, and applies legislation to ensure efficient and effective human resource compliance measures are applied within the Corporation.
16. Manages communications including preparation of reports and materials for Council, the public, staff; and legislated provincial compliance reporting.
17. Provides advice to the CAO and Senior Leadership Team as required.
18. Creates a learning environment, delivers and/or arranges for appropriate training and development for all applicable areas of the Corporation and its affiliates as required.

Health & Safety

1. Working with management, develops and maintains the corporate health and safety program; monitors implementation process to meet legislated requirements.
2. Researches, interprets, and applies legislation to ensure efficient and effective compliance measures are applied within the Corporation.
3. Provides advice and assistance to all staff in the administration of the Corporate Health and Safety Policy.
4. Develops, delivers and/or arranges for appropriate training to all applicable areas of the Corporation and its affiliates as required.
5. Ensures Joint Health and Safety Committee meetings are conducted in accordance with the legislation by actively participating on the Committee and ensures files and records are maintained including agendas, minutes, correspondence, inspection reports, etc.
6. Oversees the immediate follow-up of potential lost time injuries, ensures compliance with reporting requirements to WSIB and facilitates the employee's safe return to work.
7. Acts as the Town's liaison with the WSIB.

Working Relationship and Contacts:

1. With the Chief Administrative Officer:

- a) Provides advice to and receives direction, guidance, and encouragement; discusses plans and priorities, proposes budget requirements.

2. With Directors:

- a) Provides advice, and technical and administrative support on human resource matters related to the scope and purpose of the position.

3. With Other Staff:

- a) Works in a spirit of co-operation and teamwork with other staff. Provides assistance and encourages compliance with specific human resource and accessibility processes and practices.

4. With The Union Executive

- a) Works with the Union Executive to build trust and a respectful working relationship.

Education, Knowledge and Skill:

1. University degree in human resources, business administration or a related discipline;
2. CHRP designation is required, CHRL designation would be an asset.
3. Thorough working 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.
4. High level organizational, interpersonal, managerial, and analytical skills, initiative, and ability to perform tasks without supervision.
5. Good written & oral communication, presentation, persuasion and negotiating skills.
6. Good knowledge of computer applications, and high-level word-processing skills.

7. Ability to work with tact and discretion with all levels of staff, Council, and external organizations.

Experience:

A minimum of five years' experience in municipal human resources management or a related field.

Impact of Error:

Errors (information, process, and advice) could result in issues being escalated, staff turn-over, erosion of trust, duplication of effort, misinformation being given to the Directors, Chief Administrative Officer, Council, government agencies, staff, and the public; could result in financial loss; unfavourable public and staff relations and legal implications for the Corporation including legislative, labour relations and/or policy non-compliance.

Physical Demands:

Frequent sitting for intermediate to lengthy periods at computer, researching, reading, keyboarding.

Sensory Demands:

Frequent researching, reading, and composing correspondence, reports, etc. at computer for intermediate to lengthy periods with occasional interruptions; occasional concentrated listening of brief to intermediate duration required.

Working Conditions:

Work environment has minimal or no disagreeable working conditions; work is in full view of the public with frequent public contact; and is subject to deadlines and interruptions.

Control:

Generally supervised by the Chief Administrative Officer.