



Human Resources Coordinator

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Director of Human Resources, the Human Resources Coordinator is an integral member of the human resources team. The HR Coordinator is the first point of contact in providing HR advice, guidance, and support to the management team and all employees. The primary functions are HR administration, interpretation and compliance of HR policies, procedures, and guidelines, establishing and providing information on HR processes, tools, resources, onboarding new employees, and other HR-related matters. This role will also support HR projects and initiatives, fostering positive employee relations, data and records management, recruitment, and health and safety.

The Human Resources Coordinator provides a high level of internal customer support and drives HR functional excellence and process improvement to enable departments to deliver exceptional service to the public.

The Candidate

As a candidate for this position, you have achieved a degree or diploma in Human Resources Management, Labour Relations or Business Commerce. You have a Certified Human Resources Professional (CHRP) designation and are a member in good standing with the Human Resources Professional Association (HRPA). You have three (3) years of human resources experience in a generalist capacity and a thorough working knowledge of all relevant employment legislation in Ontario including the Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Labour Relations Act, Pay Equity Act, Human Rights Code, and Accessibility for Ontarians Act.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$60,387 and \$73,470** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment.

The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **October 7, 2024, at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 66-2024

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

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Human Resources Coordinator

Office of the CAO

1. Human Resources Administration and Projects (50%)

- 1.1 Responds to HR inquiries from management and staff and directs complex issues to the Director of Human Resources.
- 1.2 Provides guidance and advice on the interpretation and application of HR policies and programs including workplace agreements, recruitment process, salary administration, benefits, employee relations and training.
- 1.3 Participates in addressing employee relations issues including negotiations, grievances, discipline and conflict resolutions, human rights, employment standards, and health and safety related issues.
- 1.4 Prepares routine and ad hoc employee letters, including confirmation of employment, step increment letters, transfer letters, discipline letters, etc.
- 1.5 Develops and implements HR programs, policies, procedures, projects and initiatives on a wide variety of topics as directed by the Director of Human Resources.
- 1.6 Research topics, best practices, and monitors emerging trends; provides reports and recommendations for the development of HR policies and procedures, and while ensuring policy and legislative compliance.
- 1.7 Participate in meetings with insurance providers and third-party consultants to discuss plan status and evaluate potential plan design changes during annual review of the benefit program.
- 1.8 Coordinates the delivery of corporate HR services, conducts or facilitates needs assessments and provides communication and training to management and staff related to HR programs and services.
- 1.9 Drafts, updates and maintains all HR documents and employee resources (i.e. policies, procedures, resource materials, websites, and lists).
- 1.10 Participates in the organizing and planning of staff recognition events.
- 1.11 Provides Human Resources communications support, including the drafting, editing and delivery of Human Resources related communications.

2. Data, Records Management, and Reports (20%)

- 2.1 Maintains the data integrity of the HRIS database, employee files and record retention.
- 2.2 Provides employment changes and information through electronic transfer direction to payroll for appropriate changes in the HRIS database, payroll and benefit systems.
- 2.3 Participates and responds to Statistics Canada Job Vacancy and Wage Survey request.
- 2.4 Audits and maintains position and employee data; communicates with management about upcoming employee milestones.
- 2.5 Maintains up to date organizational charts.
- 2.6 Maintains recruitment files, data, and HR key performance metrics.
- 2.7 Maintains database of job descriptions and assists managers with updating job descriptions for staff positions.
- 2.8 Maintains job evaluation and compensation data and files.
- 2.9 Tracks HR data and metrics; produces routine and ad hoc reports.

- 2.10 Researches, collects and evaluates information/statistics to recommend strategies for management staff to address work related issues or business goals.
- 2.11 Prepares reports, briefing notes, presentations, statistics and analysis as required.

3. Recruitment (20%)

- 3.1 Develops, posts, and advertises all job postings on the Town of Grimsby website and external advertising sites; researches and recommends advertising options for job postings.
- 3.2 Collects applications, prepares screening tools and resources, shortlists candidates as needed and provides guidance to hiring manager on the selection process of candidates to be interview.
- 3.3 Prepares interview questions, develops testing criteria, and participates in interviews for hourly and salary staff and student positions as required.
- 3.4 Prepares offer letters and conducts pre-employment screening requirements and reference checks.
- 3.5 Leads the seasonal recruitment program.
- 3.6 Coordinates the onboarding and off boarding of employees, working closely with Payroll and IT.
- 3.7 Organizes training and development opportunities, new employee orientation, and annual corporate training as needed.

4. Health, Safety, and Wellness (10%)

- 4.1 Collects information and advises managers/supervisors regarding short and long-term disability, health and safety matters, return to work processes, and workplace accommodation.
- 4.2 Administers non-occupational short and long-term disability claims, life insurance claims and accidental death and dismemberment claims.
- 4.3 Provides support for staff entering legislated and non-legislated leaves.
- 4.4 Monitors the status of leaves of absence, follows up and ensures that appropriate documentation is received and maintained for return to work and accommodation.
- 4.5 Collaborates with the Health and Safety Compliance Specialist WSIB claim management; completes WSIB Employer's Progress Report for occupational injuries follows up on status of claims/incidents and return to work.
- 4.6 Provides guidance to managers and supervisors on managing absenteeism and resolution.
- 4.7 Coordinates the Town's wellness initiatives and events to encourage a healthy workplace.

5. Other

- 5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 5.2 Other related duties, as assigned.
- 5.3 The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- 5.4 The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.

The successful candidate will possess the following:**Education**

- Post-secondary degree or diploma in Human Resources Management, Labour Relations, Business Commence, or a related field.

License, Registration and Training

- Certified Human Resources Professional (CHRP) Designation.
- Current member of the Human Resources Professional Association (HRPA) in good standing.
- Valid and unrestricted Class “G” driver’s license with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Three (3) years of human resources experience in a generalist capacity.

Knowledge/Skills/Abilities

- Thorough working knowledge of all relevant employment legislation in Ontario including the Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Labour Relations Act, Pay Equity Act, Human Rights Code, and Accessibility for Ontarians Act.
- Ability to understand and interpret policies and procedures and explain them to others.
- Ability to maintain detailed records and communicate effectively with internal staff, employee associations, senior leadership, and the public.
- Ability to maintain absolute confidentiality and security in correspondence and documentation.
- Ability to handle sensitive matters with tact and diplomacy.
- Excellent organizational and multi-tasking skills, with the ability to work under pressure and meet tight deadlines.
- Excellent listening skills and demonstrated empathy and understanding of staff issues.
- Excellent verbal and written communication skills.
- Strong relationship building and collaboration skills.
- Strong research and analytical skills and ability to conceptualize and develop options and recommend solutions to support decision-making.
- Strong interpersonal, judgment, and problem-solving skills.
- Excellent computer skills with intermediate proficiency with Microsoft Office suite including Word, Outlook, Excel, Visio, and PowerPoint.

A combination of education, training, and experience may be considered.