

**Job Title:** Human Resources Coordinator  
**Department:** General Government Services  
**Supervisor's Title:** Human Resources & Strategic Initiatives Officer

### **Purpose of the Job**

Under the direction of the Human Resources & Strategic Initiatives Officer, the Human Resources Coordinator is responsible for development and implementation of human resources policies, programs and procedures as well as leading activities regarding human resources planning, compensation, recruitment and selection, on-boarding, training and development, health & safety, maintaining employee records, job descriptions/evaluations and pay equity maintenance. This position involves handling issues of a highly sensitive and confidential nature.

### **Key Responsibility 1**

Human Resources

- Administers the Recruitment and Selection Program. Coordinates the review and update of job descriptions, drafting of job ads, collecting resumes, screening, interviews, reference checks, and employment agreements, and coordinates orientation/on boarding including health and safety training/orientations.
- Maintains all HR/personnel documentation, including; corporate organization charts, job descriptions (annual update), employment agreements, disciplinary letters, confirmation letters, and all other employment related events for all staff. Ensures the security of all employee documentation.
- Maintain all existing HR policies. Support supervisor and staff to interpret policies.
- Conduct research and make recommendations for revisions.
- Administers the return-to-work and workplace accommodation process
- Researching, advising, and training on items relating to legislative requirements under the Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), Human Rights Code, AODA, and other applicable legislation. Conducts research and coordinates on and off-site programs. Maintains database of employee training and certifications.
- Undertaking research on policies for all aspects of human resources.
- Performing other duties as assigned in accordance with corporate objectives.

### **Key Responsibility 2**

Health and Safety:

- Assess, plan and complete initiatives as led by WSIB.
- Assess, plan, and complete priorities as per the corporate health and safety audit, and in accordance with corporate work plans.
- Conduct research, compile data and findings, draft policies & programs and assist the Human Resources & Strategic Initiatives Officer in implementation.
- Interpret applicable codes, standards, guidelines and relevant legislation. Communicate information regularly to engage parties (e.g., Management & staff).

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- Maintaining the Municipality’s Health and Safety Policy Manual to ensure compliance with health and safety law. Distributes updates to staff and management.
- Develop and maintain H&S training data base; deliver, provide/control access, maintain and monitor on-line training.
- Acting as a resource to the Joint Health and Safety Committee—providing tools, resources, and advice where possible.

### **Key Responsibility 3**

#### Administrative Support

- Responding to telephone, email, and visitor inquiries. Refers inquiries to appropriate staff member as required.
- Scheduling, monitoring, and confirming appointments and meetings, and preparing travel arrangements and itineraries.
- Inputting, maintaining, and assessing databases and files related to municipal programs and public applications.
- Ensuring that necessary financial or other working papers are maintained where relevant.
- Researches, prepares and produces complex reports and special projects as assigned (for example: proposals, long-term planning documents, manuscripts, operations, manuals, etc.)

### **Health and Safety**

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

### **Education and Qualifications**

- College diploma or university degree in Human Resources Management or a related program.
- Certified Human Resources Practitioner (CHRP) designation or working towards.
- Joint Health & Safety Committee Certification is considered an asset.
- A valid ‘G’ Drivers License with a drivers abstract deemed satisfactory by the Municipality.

### **Knowledge, Skills, and Equipment**

- Ability to exercise discretion and diplomacy in matters of a highly confidential and sensitive nature, including issues that may be considered personal.
- Strong understanding of all applicable legislation related to human resources and health and safety including ESA, OHSA, Pay Equity, PBA, Human Rights Code, and AODA.
- Strong oral and written communication, and presentation skills,

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complemented by a proficiency in computer literacy and Microsoft Office.

- Excellent organizational, problem-solving and research skills, with a proven ability to prioritize.
- Demonstrated ability to adapt well to change, be resourceful, flexible and take initiative.
- Strong morals and ethics, along with a commitment to staff privacy.
- A strong ability to build credibility and develop effective relationships internally and externally.
- Experience as an active member on a Health & Safety Committee, considered an asset.
- Strong communication skills and customer service skills with individuals at all levels of the organization.
- Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature.
- Ability to work under pressure, complete multiple assignments and function effectively in a high volume workplace with tight deadlines.
- Work effectively as a member of a team.

### **Personal**

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

### **Working Conditions**

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday.