



**THE CORPORATION OF THE TOWNSHIP OF TAY
IS LOOKING FOR AN OUTSTANDING
HUMAN RESOURCES SPECIALIST**

Tay Township is on the hunt for an innovative and experienced human resources professional that will contribute to making Tay Township a preferred employer of satisfied team members working together in a common vision of providing the best services possible to our residents and community members.

Tay Township is a mixed rural/urban municipality nestled in cottage country on the shores of Georgian Bay. Our municipal office in Victoria Harbour proudly serves over 10,000 permanent residents and a large seasonal population.

We are currently looking for an energetic, outgoing and highly skilled Human Resources Specialist that enjoys the excellent life style offered by our area and whom wants to be part of a motivated team of 54 full-time staff focused on the delivery of quality municipal services.

As an experienced human resources professional that embraces change and innovation, you will provide a full range of human resource services for the Township including, but not limited to recruitment, performance management, team member relations, salary and benefits administration and WSIB claims administration.

Reporting to the Chief Administrative Officer, you will have a key role in shaping all aspects of the organization's community service driven human resources strategy. Your exemplary knowledge will be utilized to lead the development and implementation of flexible and creative human resources strategies, policies and practices that help to build and maintain a sustainable community through strong, well-managed local government.

With 5 to 10 years of direct or related experience, you will have a post-secondary degree/diploma in Human Resources Management, Labour Relations or Business Administration, as well as a Certified Human Resources Leader (CHRL) designation. AMCT/CMO or CMM designations would be considered an asset. Applicants must possess a valid 'G' Ontario Drivers licence.

The salary range for this position is \$39.35 - \$46.35 per hour based on a 35 hour work week. We offer a comprehensive benefit and pension package.

A complete job description is available on our website at tay.ca/jobs.

Outstanding applicants are requested to submit a detailed cover letter and resume quoting 'HUMAN RESOURCES SPECIALIST' in confidence to the undersigned by 10:00 a.m., September 21, 2020.

Attention: Vera Finlay, Senior Executive Assistant
Tay Township
450 Park Street, PO Box 100
Victoria Harbour, Ontario, L0K 2A0
email: hr@tay.ca

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and *Protection of Privacy Act*, will only be used for candidate selection. Tay Township is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.