



# Township of Tay

## Job Description

### **Human Resources Specialist**

**Reports to:** Chief Administrative Officer

**Subordinate Positions:** None

#### **Position Summary:**

The Human Resources Specialist supports the organization's corporate conscience, treating the health, safety and wellbeing of staff as a top priority. This position will provide technical expertise in all areas of human resources management and will assist with the development, implementation and compliance management of Township human resources related strategies, policies and practices, with the objective of transforming the organization to enhance the Township's reputation as a preferred employer.

#### **Responsibilities:**

##### **Corporate Initiatives**

1. Lead all human resources service activities including recruitment, performance management, employee relations, salary and benefits administration, WSIB claims administration, etc.
2. Lead the development and implementation of human resources strategies, policies and practices that to help build and maintain a sustainable community through strong, well-managed local government, with a focus on:
  - Achieving high performance levels by implementing performance management systems.
  - Maintaining workforce capabilities with continuous learning and improvement programs.
  - Ensuring organizational knowledge retention and team member development with the implementation of appropriate succession planning.
  - Reducing risk and liability by keeping abreast of new employment legislation/regulations and updating strategies, policies and practices as necessary.
  - Keeping team members informed by maintaining a Team Member Handbook and other team member information resources.

3. Contribute to the implementation of the corporate strategic plan, decision making and planning by providing technical/operational insights and perspectives.
4. Assist in building a high performance organization through flexible and creative human resources strategies, policies and practices.
5. Prepare confidential reports, make recommendations/presentations and attend Council, committee, community group, public and/or other meetings, as required.
6. Ensure the maintenance, confidentiality/security, and retention of corporate personnel files and personnel records.
7. Develop and maintain a contact network with professionals in the field and counterparts in other municipalities and public sector organizations to remain current and invested in shared services and programs.
8. Research and administer the Corporation's participation in Provincial, Federal and other wage subsidy programs.
9. Coordinate and respond to litigation and insurance claims in consultation with the CAO and general managers.
10. Act in a support capacity to the Township's Emergency Control Group and Emergency Management Committee by performing administrative functions for both, as assigned.
11. Undertake work in support of corporate strategic initiatives and projects, most particularly in relation to Corporate Services and Chief Administrative Officer functions, as assigned from time to time.

## **Health & Safety**

12. Meet the definition of a competent person under the Occupational Health and Safety Act.
13. Ensure employees have safe working conditions and are trained to work safely. Sources external training needs for the Corporate Health and Safety Program.
14. Prepares general correspondence for the Joint Health and Safety Committee including the composition and preparation of reports, agendas and meeting minutes. Conducts research and assembles information as required. Attends Joint Health and Safety Committee meetings.
15. Review and track incident reports, ensuring that effective and practical recommendations resulting from accident and incident investigations are implemented to prevent future accidents or incidents by following up with managers responsible for affected service areas and reporting outcomes to the Joint Health and Safety Committee.
16. Conduct day to day duties with an awareness of health and safety policies and regulations.

## **Recruitment, Performance Management, Employee Relations and Claims Administration**

17. Identify, track, and implement when appropriate, best practices and trends/advances in the fields of recruitment/employment, orientation/training, compensation/benefits, performance management, employee counselling/assistance, employee/labour relations and health and safety.
18. Manage the overall compensation program for the Corporation, including market surveys of salaries/employee benefits, job evaluation and pay equity compliance, performance management, salary progression, employee benefits and evaluation of performance with the objective of attracting and retaining a leading workforce with a resident and community member focused approach to delivering quality municipal services.
19. Manage, develop and participate in the corporate recruitment function. Design/develop interview questionnaires and appropriate skill testing; conduct reference checks (with or without hiring manager, as requested); participate in the interview process, review and advise on hiring manager recommendations in terms of candidate selection and compensation.
20. Maintain all job descriptions in a standard format in consultation with each general manager including leading the job evaluation process.
21. Provide employee counseling with referrals on a confidential basis to appropriate employee assistance agencies, associations or groups.
22. Follow-up on performance reviews; maintain performance review records and advise the CAO and general managers on procedures.
23. Conduct and/or monitor the exit interview process, all in consultation with the general manager.
24. Responsible for the processing of short-term disability and long-term disability claims, WSIB claims, return to work programs, retirements, as well as the coordination of OMERS administrative requirements, in consultation with the CAO and the general managers.

### **Qualifications:**

- The minimum level of formal education required for the position is a post-secondary degree/diploma in one of the following or a related discipline:
  - Human Resources Management
  - Labour Relations
  - Business Administration
- The position also has the following professional designation requirements:
  - Certified Human Resources Leader (CHRL) designation

- The following certifications would also be considered an asset:
  - AMCT/CMO or CMM designation
  - Basic Emergency Management
- The position requires five to ten years of direct or related experience.
- The position requires a thorough knowledge of:
  - Human Resources Management
  - Project management
  - Employment Standards Act
  - Human Rights Code
  - Workplace Safety and Insurance Act
  - Pay Equity Act
  - Occupational Health and Safety Act
  - WHMIS
  - Municipal by-laws that have human resources implications
- The position requires at least a basic working knowledge of:
  - Accessibility for Ontarians with a Disability Act
  - Labour Relations Act
  - Emergency Management and Civil Protection Act
  - Municipal Act and other applicable municipal law
  - Municipal administration
- Ability to exercise judgment and communicate effectively with all stakeholders by promoting a high standard of stakeholder relations at all times.
- Ability to work independently with minimal supervision.
- Knowledge and ability to assess both financial and legal risk to the Township from activities or incidents being investigated or reviewed as part of potential and ongoing insurance claims and litigation matters.
- Highly organized to address the many dissimilar aspects of the position, including but not limited to the ability to prioritize duties.
- The position requires a thorough knowledge of the various computer applications appropriate to the position including word-processing, spreadsheet and presentation software, email, document management, human resources information systems, and other information-related software. Internet-based research proficiency is essential.
- Class G driver's licence with acceptable driver's abstract.
- Must provide a clean Criminal Background Check.

### **Effort:**

- Demonstrate commitment to personal and professional development by remaining current with new legislation, regulations, technology, organizational theory and practices relating to the services and functions of the Corporation in order that professional competence is maintained.
- Requires mental and visual concentration to:
  - Prepare reports, etc.
  - Coordinate multiple tasks, balancing multiple demands
  - Deal with interruptions/distractions
  - Address tight deadlines
- Job involves analysis of information to interpret trends of results. A high degree of accuracy and concentration is required. There is opportunity for independent judgment, initiative and creativity, and original research.
- Willingness to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

### **Working Conditions:**

- Physical demand requires no undue fatigue regarding sitting, standing or walking.
- Work is conducted in a standard office environment as well as various other Township facilities.
- Normal workweek – 35 hours, with occasional evening or weekend projects as required. May be required to respond to emergency or urgent operational issues after hours, with some overtime required.
- Attendance at evening and weekend meetings or events will be required as necessary.
- Required, from time to time, to attend day meetings in locations other than the Township Municipal Office, requiring driving to locations within and outside of the Township.
- Performance of duties involves the following:
  - Contact with stakeholders which can include uncomfortable situations involving unhappy or upset team members
  - Noise (human and/or equipment)

*Note: The duties listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Prepared: August 15, 2020

Revised: