



Human Resources Coordinator

Tay Township - Employment Opportunity

Full-Time, Permanent Position (On-Site)

The Township of Tay, located on the vibrant, sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of collaboration and progression to join #TeamTay as a **Human Resources Coordinator**. This opportunity is for an existing vacancy, and the ideal candidate is adaptable, forward-thinking, and committed to making a positive impact both within the organization and across the community. If you are looking for a place to challenge yourself and grow, we invite you to explore this opportunity to build your career with the Township of Tay.

Reporting to the Manager of Human Resources, the Human Resources Coordinator supports the promotion of a positive and respectful workplace culture that prioritizes the health, safety, and well-being of Staff. This role contributes to the delivery and day-to-day administration of Human Resources and Health and Safety programs and processes, in accordance with Township policy and procedures. Through this work, the role contributes to organizational effectiveness and reinforces the Township's reputation as an Employer of Choice.

Key Qualifications

- Completion of post-secondary education (diploma and/or degree) in Human Resources Management, Business Administration, Occupational Health and Safety, and/or another relevant discipline, from an accredited educational institution.
- Two (2) years of related, progressive work experience in Human Resources, preferably in a municipal or public sector environment.
- Certified Human Resources Professional (CHRP) designation provided by the Human Resources Professional Association (HRPA), or equivalent, in good standing or currently in progress, is considered an asset.
- Experience supporting health, safety, and wellness programs, including working with Joint Health and Safety Committees.
- Class 'G' driver's license in good standing.
- Standard First Aid and CPR certification in good standing.
- Commitment to continuing education and professional development; Willing to attend conferences, courses, and seminars as required, some of which may require overnight accommodation.

The compensation range for this Full-Time, Permanent position is \$36.23 to \$42.38 per hour with a 35-hour regular workweek.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation and Benefits Package
- OMERS Pension
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m. (EST), February 26, 2026**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference **2026-006** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants; however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. The Township does not use artificial intelligence or automated decision-making tools in any stage of its recruitment or selection processes.

Personal information 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 to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2026-02-05

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POSITION DESCRIPTION TAY TOWNSHIP

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| Position Title: Human Resources Coordinator | |
| Position Classification: Administration Staff | Pay Band: 5 |
| Department/Division: Corporate Services/Human Resources | Reports to (Directly): Manager of Human Resources |
| Direct Reports: None | Indirect Reports: None |
| Revision Date (s): February 2026 | Hours Per Week: 35 |

Position Summary:

Reporting to the Manager of Human Resources ("Manager"), or their designate, the Human Resources Coordinator supports the promotion of a positive and respectful workplace culture that prioritizes the health, safety, and well-being of Staff. This role contributes to the delivery and day-to-day administration of Human Resources ("HR") and Health and Safety programs and processes, in accordance with Township policy and procedures. Through this work, the role contributes to organizational effectiveness and reinforces the Township's reputation as an Employer of Choice.

Responsibilities:

1. Contributes to and supports the development and implementation of HR and Health and Safety strategies and assists with planning and improvements to procedures and programs that help build and maintain a safe, engaged, and effective workforce.
2. Provides executive assistance and direct support to the Manager, assisting with the research, composition, preparation, and proofreading of agendas, correspondence, reports, meeting minutes, and presentations, including those of a sensitive and confidential nature, using Microsoft Office programs and other related programs and databases, as required.
3. Coordinates the corporate Recruitment and Selection function as assigned; advertises position opportunities; coordinates interview scheduling and participation; prepares interview questionnaires; facilitates and participates in the interview process; evaluates hiring manager recommendations regarding

candidate selection in consultation with the Manager; conducts reference checks.

4. Acting as the Township's liaison with the external payroll provider, ADP Workforce Now (ADP), primarily responsible for coordinating and carrying out the bi-weekly, monthly, and annual payroll processes; reviews and approves payroll inputs and outputs for accuracy and completeness.
5. Works directly with ADP to coordinate and complete year-end payroll activities, including the preparation and issuance of employee tax statements (T4), with support from Financial Services, as required; ensures required payroll information is provided to Financial Services to support audit, legislative, and other financial reporting requirements.
6. Performs duties as an ADP Standard Practitioner and User Administrator; acts as a software point of contact for the Township, liaising and troubleshooting with users and the software provider to resolve software matters.
7. Primary OMERS Plan Administrator responsible for, but not limited to, day-to-day OMERS plan administration, including enrolments, changes, terminations, leave provisions; provides information to Financial Services, as required, for OMERS financial reporting requirements, remittances, and annual reconciliation.
8. Responsible for day-to-day administration and coordination of employee benefit programs, including billing processing, enrolments, changes, terminations, employee inquiries, and liaison with benefit providers; maintains accurate benefits records and documentation; and supports the Manager with reporting and issue escalation, in accordance with Township policy and established procedures.
9. Centrally coordinates and facilitates effective, engaging, and positive Staff onboarding and offboarding efforts as assigned, ensuring best practices and legislative requirements are met, in consultation with the Manager, as required.
10. Coordinates, schedules, and facilitates Human Resources and Health and Safety training, ensuring proper adherence to best practices, policies, and programs.
11. Participates in a range of employee discussions and meetings, including general conversations and workplace matters, to provide HR support at the discretion of the Manager.
12. Coordinates the administration, coordination, and case management of disability and WSIB claims, including gathering documentation, liaising with Staff, Leaders, and external providers, monitoring claim progress, and ensuring timely and accurate reporting; contributes to the development, implementation, and oversight of return-to-work and accommodation plans, ensuring compliance with legislation and promoting safe, successful employee workplace reintegration.
13. Responsible for Joint Health and Safety Committee (JHSC) administration and assigned as JHSC Administrator; prepares general correspondence for the JHSC, including the development and preparation of reports, agendas, and

meeting minutes; conducts research and assembles information as required; and coordinates the logistics for, and attends, JHSC meetings.

14. Provides administrative and coordination support for the Township's performance management framework, including assisting with the scheduling, tracking, and file maintenance of performance review processes; maintains performance management records and systems in accordance with policy and privacy requirements; prepares standard templates and reports as requested; and supports the Manager, Leadership Team, and Staff with training logistics, documentation, and procedural coordination, as required.
15. Contributes to the ongoing maintenance, review, and enhancement of the Personnel Policy Manual and the Health and Safety Policy and Procedure Manual; conducts research to ensure alignment with legislation and best practices and supports the Manager in drafting new or updating policies.
16. Supports the progressive disciplinary process by assisting with investigations, including gathering information, arranging and participating in interviews, and documenting findings, as assigned.
17. Acts as divisional records management champion; manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, Staff, and confidential matters) remains secure.
18. Supports the organization and execution of Staff Township events and functions (such as Staff appreciation events, holiday activities, etc.) in collaboration with the Manager, Executive Assistant, and other supporting parties, as required; assists with Council Corporate events, as required.
19. Researches, prepares and submits grant applications for applicable federal and provincial employment funding.
20. Prepares/processes credit card reconciliation and expense reports for the Manager as required; obtains quotes, identifies vendors, and selects and purchases supplies and equipment as they relate to HR and Health and Safety; processes and submits invoices as required; processes and submits invoices for payment; prepares cheque requests and code/process invoicing for management approval.
21. Maintains and updates Township webpages, as they relate to HR and Health and Safety, as required.
22. Assists in managing the Manager's calendar, either directly or indirectly at the discretion of the Manager, by coordinating and scheduling appointments, meetings, and events, ensuring logistical arrangements are finalized and confirmed.
23. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
24. Maintains a high degree of confidentiality and security of information; where
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information is developed before Staff/public release, ensures the confidentiality of information produced.

25. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
26. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities 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.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education (diploma and/or degree) in Human Resources Management, Business Administration, Occupational Health and Safety, and/or another relevant discipline, from an accredited educational institution.
- ❑ Class 'G' driver's license in good standing.
- ❑ Standard First Aid and CPR certification in good standing.
- ❑ Commitment to continuing education and professional development; Willing to attend conferences, courses, and seminars as required, some of which may require overnight accommodation.
- ❑ Certified Human Resources Professional (CHRP) designation provided by the Human Resources Professional Association (HRPA), or equivalent, in good standing or currently in progress, is considered an asset.
- ❑ Certifications in Joint Health and Safety Committee (Part 1 and 2), and Mental Health First Aid, in good standing, are considered an asset.

Experience

- ❑ Two (2) years of related, progressive work experience in Human Resources, preferably in a municipal or public sector environment.
- ❑ Experience supporting health, safety, and wellness programs, including working with Joint Health and Safety Committees.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - ADP – Workforce Now
 - Bridge SafetyNow
 - UMBRACO
 - Canva
 - iCompass
 - Laserfiche

Knowledge

- The position requires a basic working knowledge of:
 - Employee Relations Principles and Practices;
 - Human Resources Management;
 - Employment Standards Act;
 - Accessibility for Ontarians with a Disability Act;
 - Occupational Health and Safety Act;
 - Ontario Human Rights Code;
 - Workplace Hazardous Materials Information System (WHMIS); and
 - Workplace Safety and Insurance Act.
- Working knowledge of payroll principles and practices, and applicable legislation and regulations, is considered an asset.
- Knowledge of applicable municipal legislation (i.e., Municipal Act), Municipal Administration and by-laws/corporate policies that have HR and Health and Safety implications, as well as local government functions and responsibilities, is considered an asset.
- Working knowledge of records information management practices, preferably with experience working with The Ontario Municipal Records Management System (TOMRMS), is considered an asset.

Skills and Competencies

- Advanced computer skills, including document management and form creation, word processing, spreadsheet, and presentation software, internet and e-mail programs, and related office equipment; internet-based research proficiency is essential.
- Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of Staff and government, elected officials, committees, community groups and organizations, and the public, with the ability to exercise discretion, integrity, and tact due to exposure to and coordination of confidential and/or sensitive information.
- Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.
- Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven

towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.

- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; occasional requirement to attend evening Council meetings and events/meetings outside of the normal workweek; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in an indoor office environment; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position requires the ability to lift and carry up to 30 lbs, primarily to transport record boxes.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- ❑ Position requires the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving excellent results; a developed degree of accuracy and autonomy is required. There is a requirement for independent judgment, initiative and creativity, and original research; accountability for quality and timeliness of work and reliability in achieving excellent results.
- ❑ Problem-solving/decision-making efforts and responsibilities include an extensive and multi-faceted degree of analysis; decisions are to be made within the corporate mandate by contributing to and following the adaptation, preparation, and coordination of methods, guidelines, policies, or procedures; the position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- Satisfactory Driver's Abstract.
- Standard First Aid Certification.