

**MUNICIPALITY OF MISSISSIPPI MILLS
JOB DESCRIPTION**



DEPARTMENT:	Corporate Services
DIVISION:	Corporate Services
JOB TITLE:	Human Resources Coordinator
EMPLOYEE GROUP:	Non-Union
SUPERVISOR:	Director of Corporate Services/Treasurer
REVISION DATE:	February 2022

POSITION SUMMARY AND SCOPE:

Reporting to the Director of Corporate Services/Treasurer, the Human Resources Coordinator is responsible for the development and administration of human resource policies, procedures and programs including recruiting, monitoring employment regulations, employee relations training and development, organizational development, and employee safety and well being.

DUTIES AND RESPONSIBILITIES:

1. Prepare and post advertisements for recruitment. Receive and review resumes. Assist with candidate selection for interview. Assist with the interview and selection process including co-ordinating interview times and locations with candidates. Assist with the development of interview questions. Complete the follow up recruitment process including contract negotiations and any related correspondence.
2. Monitor and review employment contracts and advise management of pending expiry dates for action. Complete required follow up of same.
3. Maintain and update job requirements and job descriptions for all positions when required.
4. Assist Management with the bargaining of collective agreements. Ensure management and employee compliance with the collective agreement.
5. Maintain a database of employee performance review timelines and records of completion. Assist Managers with the development and delivery of performance reviews, if required. Assist Managers with any follow up or required action resulting from the performance review process.
6. Assist Management with any required employee progressive discipline, termination or layoff, as required.

7. Develop any required employee accommodation plans.
8. Assist with conducting and analyzing exit interviews and make actionable recommendations to Management based on the feedback received.
9. Develop and keep current employment related policies and procedures in compliance with the *Employment Standards Act* and any other applicable legislation including Health and Safety. Review existing policies for compliance with legislation and standard employment practices and recommend improvements to Management. Ensure employees are trained and keep compliant with any relevant policies and procedures.
10. Communicate with external Agencies, Consultants, and other Professionals as required.
11. Plan and complete onboarding for new hires and perform orientation of all relevant municipal policies and procedures.
12. Arrange seminars, workshops and conferences based on Departmental training needs.
13. Coordinate employee surveys and give actionable insights to management to improve employees' experiences.
14. Reinforce the Municipality's policies, rules and procedures to ensure employees' safety.
15. Maintain and monitor a database of employee training requirements and records of completion.
16. Recommend and develop employee relations practices to foster a positive employee-employer relationship.
17. Assist and support Managers and all employees with human resource issues as they arise including assisting with problem solving.
18. Periodically review the Municipality's organizational structure and reporting relationships and make recommendations to Management of any recommended changes.
19. Advise management when market salary, pay equity and internal equity reviews are required and assist with the completion of such reviews.

20. The above list generally describes the duties involved with this position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed.

EDUCATIONAL REQUIREMENTS:

- University Degree in Human Resource Management or a related discipline.
- Certified Human Resource Professional (CHRP) designation.

EXPERIENCE:

A minimum of five (5) years progressive experience in Human Resources

SKILLS AND COMPETENCIES:

1. Detailed knowledge of labour relations, Health and Safety, compensation, benefits practices, and Human Resources legislation (e.g. ESA, OHSA, WSIA, AODA, Ontario Human Rights Code, Pay Equity Act, PIPEDA, etc.) required.
2. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of a situation.
3. Excellent computer skills including knowledge of Microsoft Office software and other Human Resource software applicable to this role a strong sense of uses/opportunities for technology.
4. Strong organizational and interpersonal relations skills
5. Discretion and good judgement when handling confidential/sensitive material and information.
6. Demonstrated excellent organizational skills and time management skills.
7. Demonstrated commitment to personal and professional development.
8. Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for writing correspondence/reports.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required.

PHYSICAL SKILLS AND EFFORT:

This position requires visual and listening skills, ability to sit for prolonged periods using office equipment and computers.

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with Staff. The position requires frequent use of the computer and other office equipment.

MENTAL DEMANDS:

The position is required to make decisions to ensure compliance with legislation. The position may be required to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organizational and time sensitive skills will be needed to complete some tasks.

SAFETY:

The Municipality believes that all accidents can be prevented. To achieve this goal safety must be an integral part of every task and job. This position needs to be familiar with and follow the Municipality's health and safety policies as well as the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

Internal	CAO, Director of Corporate Services/Treasurer, Senior Staff, support Staff, Members of Council
External	Government ministries and agencies, professional consultants, contractors, suppliers of services and equipment, Agency Partners