



POSTING

Human Resources Consultant
New Position - Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township is committed to developing leaders who are passionate about making a difference. This position is a new role to support excellence in talent management. We help leaders to grow their strengths in managing others. Together we will reach our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS). Service to our community and each other is what we do.*

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Skilled Human Resources Professional? *You bring a positive approach to challenges with a can-do attitude. You inspire trust and genuinely want the best for people: both inside the organization and in the community we serve. You passionately bring your expertise in human resources management to our organization. You want to grow and develop as a champion for excellence in talent management, supporting leaders to grow and learn. You strive every day to provide your best in service to Loyalist's people.*

This role is not for everyone, but if it sounds like it is for you, let us know: apply today!

File No: 2021-15 Human Resources Consultant
Hours: 35 per week
Salary: \$68,978 - \$79,570 Annually (\$37.90 - \$43.72/hr)
Closing: May 3, 2021, 11:59 p.m.

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE:	HUMAN RESOURCES CONSULTANT
DEPARTMENT:	BUSINESS SERVICES DEPARTMENT
REPORTS TO:	HUMAN RESOURCES MANAGER
UPDATED:	NEW APRIL 2021
CATEGORY:	PERMANENT FULL-TIME, NON-UNION

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township. It contributes to the achievement of our Strategic Plan by enabling the entire management team to achieve the corporate goal of becoming "An Employer of Choice" and fulfilling our Strategic Talent Management Policy. The incumbent provides Human Resources (HR) generalist support to a defined client group. This position also leads designated corporate-wide areas of specialization, such as recruitment, onboarding, benefits administration, and health and safety (areas of specialization are subject to change).

QUALIFICATIONS:

- University degree in Human Resources Management or a related field (Industrial Relations/Psychology, and/or Business Administration, etc.)
- A minimum of three years of HR generalist experience, preferably in a municipal setting or the broader public sector, is required.
- Candidates with an equivalent combination of education and experience may be considered.
- Certified Human Resources Professional (CHRP) designation achieved or in progress with knowledge of the HRP code of conduct.
- Certification as a joint health and safety committee member with experience as an active member.
- Other related certifications in specialized areas of human resources are an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain a valid Class "G" driver's license, with a clean driving record and access to a private vehicle.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to establish and maintain collaborative partnerships with leaders and staff to advance desired skills and workplace culture.

- Sound analytical, problem-solving and critical thinking skills with good judgement to know when to consult/escalate to HR Manager.
- Good interpersonal and communication skills with the ability to use tact and diplomacy and de-escalate challenging situations.
- The ability to deal with conflicting views using mediation and conflict resolution skills is an asset.
- Knowledge of applicable legislation and regulations, including the Ontario Labour Relations Act, Occupational Health and Safety Act, Workers Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, etc., and ability to stay current.
- Ability to demonstrate professionalism and a strong customer service orientation at a role-model level.
- Good presentation and facilitation skills.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands and some urgency.
- Proven administrative skills.
- Strong computer skills, including proficiency in using MS Office and an HRIS or other databases.

KEY RESPONSIBILITIES AND DUTIES:

Under the supervision and guidance of the HR Manager:

- Supports the assigned client group in various areas of HR, including recruitment and selection, training, performance management, health, safety and wellness, employee relations matters, etc.
- Oversees corporate health, safety (H&S) and wellness and represents management on the Joint Health and Safety Committee; ensures training, policies, systems and processes are in place and track incidents.
- Performs investigations of H&S incidents for root cause analysis in cooperation with management.
- Executes transparent and legally compliant selection of new talent by coordinating and managing web-based postings, internal postings, screening of resumes, participating in interviews, completing reference checks, and employment offers (with the administrative support of the Payroll and Benefits Coordinator).
- Oversees general orientation and onboarding and supports leaders in developing, maintaining and executing job-specific orientation.
- Is the primary link with finance on employee life cycle changes/transactions, ensuring necessary documentation on leaves, transfers, promotions, terminations, etc., are completed promptly.
- Oversees HRIS administration, maintaining employee records related to HR systems and processes (in conjunction with the payroll and benefits function).

- Abides by the HR professional code of ethics, protect privacy, use confidential information appropriately, treat sensitive situations with appropriate tact and discretion, in compliance with legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- Performs research and analysis to update assigned HR systems, programs, processes and policies, and prepares recommendations in response to HR-related inquiries in consultation with the HR Manager.
- Develops and implements assigned corporate training.
- Participates in labour relations matters as assigned.
- Assists with timely implementation of Corporate Human Resources policies, procedures, guidelines and employment legislative changes affecting the terms and conditions of employment for staff.
- Supports the administration of the total compensation program.
- Provides support to the Payroll & Benefits Coordinator, oversees health and dental benefits administration, and participates in reviewing employee group benefit plans.

WORKING RELATIONSHIPS:

Internal:

HR Manager, Finance Manager, all people leaders, all staff, and Union Representatives.

External:

Group insurance representatives, various regulatory representatives, and external service providers.

WORKING CONDITIONS:

Normal busy office environment working conditions apply. Will be required to attend meetings, programs, seminars, events that may take place at different facilities (mainly within the Township). May be seated for extended periods (3-4 hours) and required to do moderate physical exertion. The position will require the flexibility of hours of work to meet demands and deadlines. Occasionally required to deal with frustrated and upset employees concerning sensitive and confidential information.

The job description reflects this position's primary duties and responsibilities and should not be construed to describe in detail all duties and responsibilities of the job.