

**Internal / External
18-78**

Position:		HUMAN RESOURCES		Number of Positions:		2	
GENERALIST							
Classification:	FULL-TIME	NON-UNION	FTE:		1.0 = 35 HOURS PER WEEK		
Department:	HUMAN RESOURCES & INFRASTRUCTURE		Program:		HUMAN RESOURCES		
Location:	BARRIE		Anticipated Date of Hire:		JANUARY 2019		
Salary Range	\$40.94 – 45.84 HOURLY (2019 salary rates)		Posting Date:		NOVEMBER 28, 2018		
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:		Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Purpose of Position:

Reporting to the Human Resources (HR) Manager, the HR Generalists provide HR services in three main areas each of which have their own assigned portfolios: Recruitment; Pension and Benefits and HR Strategy Initiatives and Projects. To ensure the Health Unit has adequate HR coverage, HR Generalists rotate among the three main areas of HR. This ensures as a true HR Generalist, you will be able to offer your internal customers complete HR expertise rather than a specialty in a specific area of HR. The Health Unit has approximately 400 staff, of which 1/3 are unionized with ONA.

As an HR Generalist, you will be assigned a portfolio where you will provide expertise, support and consultation in areas of human resources management including but not limited to: Recruitment, Employee Relations, Collective Agreement administration, WSIB, Return to Work Coordination, Management training, Orientation and On Boarding, Policy Administration, HR Strategy Initiatives, Sick Leave/LTD, Employee Wellness, Reward and Recognition, Performance Management, Salary and Benefits Administration, Health and Safety, Attendance Management, Retirement Planning, OMERS pension plan, HRIS, Job Evaluation, and general human resources consultation.

Responsibilities:

- Lead HR specific assigned area program planning, development, implementation and evaluation based on HR Strategy, staff input, interdisciplinary & stakeholder consultation as well as current HR research;
- Provide HR expertise, support and consultation to Directors, Managers, Supervisors and staff, in the interpretation and application/implementation of Agency HR Policies & Procedures, ONA Collective Agreement and employment legislation;
- Provides and/or recommends appropriate tools, techniques, systems, practices, policies;
- Provide general HR support;
- Contribute to Agency management, promotion & development;
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities

- Advanced skills and experience in managing and administering HR-specific programs;
- Advanced interpersonal communications skills including coaching, counseling, and the ability to collaborate and negotiate with internal and external contacts;
- Advanced oral communications skills;
- Advanced knowledge of current HR legislation, Employment Standards Act, Labour Relations Act, pay equity legislation, Canada Pension Plan, Employment Insurance, Agency Policy and Procedures, ONA Collective Agreement;
- Intermediate written communication skills including attention to detail and accuracy of information to draft policies and procedures and to communicate effectively via email and correspondence;
- Intermediate knowledge and experience to apply fair and equitable judgment in key areas of responsibilities;
- Intermediate skills and ability to handle multiple tasks, prioritize work and meet deadlines;
- Intermediate organizational and time management skills;
- Intermediate understanding of business processes and change management;
- Intermediate skills in Microsoft Word, Excel, PowerPoint, and Outlook;
- Intermediate knowledge of HR-related software;
- Basic Access skills.

Minimum Education Requirements:

Graduate of post-secondary education (3 years) which includes HR specific areas of study AND a Certified Human Resources Leader (CHRL) with the Human Resources Professionals Association.

Related Experience:

- Minimum 3-5 year's recent and relevant experience in human resources.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Public sector experience

Deadline: 4:00 pm, TUESDAY, DECEMBER 18, 2018

For further details: refer to the HUMAN RESOURCES GENERALIST position description.

For External Applicants Only:

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **18-78** in the subject line.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.