

**Internal  / External**   
**20-06**

<b>Position:</b>		<b>HUMAN RESOURCES</b>		<b>Number of Positions:</b>		<b>1</b>	
		<b>GENERALIST</b>					
<b>Classification:</b>	PART-TIME	NON-UNION	<b>FTE:</b>	0.5 - 17.5 HOURS PER WEEK			
<b>Department:</b>	HUMAN RESOURCES & INFRASTRUCTURE		<b>Program:</b>	HUMAN RESOURCES			
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	MARCH 23, 2020			
<b>2019 Salary Range</b>	\$40.94 – 45.84 HOURLY		<b>Posting Date:</b>	JANUARY 22, 2020			
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>Purpose of Position:</b>							
<p>Reporting to the Human Resources (HR) Manager, the Health Unit’s HR Generalists provide services in three main areas each which have their own assigned portfolios: Recruitment; Pension and Benefits and HR Strategy Initiatives and Projects. This position will be responsible for the HR Strategy Initiatives and Projects portfolio, however the incumbent may be called upon to assist if and when required in the two other HR portfolios.</p> <p>Although this HR Generalist position is responsible for the HR Strategy Initiatives and Projects portfolio (including but not limited to Performance Management, Workplace Wellness and Rewards and Recognition), knowledge and experience in most areas of human resources management is preferred and considered an asset. The Health Unit has approximately 400 staff, of which one-third are unionized with ONA.</p>							
<b>Responsibilities:</b>							
<ul style="list-style-type: none"> <li>• Lead HR specific assigned area program planning, development, implementation and evaluation based on HR Strategy, staff input, interdisciplinary &amp; stakeholder consultation as well as current HR research;</li> <li>• Provide general HR support as required;</li> <li>• Provide and/or recommends appropriate tools, techniques, systems, practices, policies;</li> <li>• Contribute to Agency management, promotion &amp; development;</li> <li>• Contribute to team and agency effectiveness.</li> </ul>							
<b>Specific knowledge, skills, abilities:</b>							
<ul style="list-style-type: none"> <li>• Advanced skills and experience in managing and administering HR-specific programs;</li> <li>• Advanced interpersonal communications skills including coaching, counselling, and the ability to collaborate and negotiate with internal and external contacts;</li> <li>• Advanced oral communications skills;</li> <li>• Advanced knowledge of current HR legislation;</li> <li>• 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;</li> <li>• Intermediate knowledge and experience to apply fair and equitable judgment in key areas of responsibilities;</li> </ul>							

- 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;

### **Minimum Education Requirements:**

Graduate of post-secondary education (3 years) degree or diploma from a recognized Canadian University or College and a CHRL (Certified Human Resources Leader) professional designation from the Human Resources Professionals Association.

### **Related Experience:**

- Minimum 5 - 7 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;
- Demonstrated experience leading and implementing HR projects.

### **Deadline: 4:00 pm, TUESDAY, FEBRUARY 04, 2020**

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

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **20-06** in the subject line.

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.

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.*