

**Internal / External
22-09**

Position:		HUMAN RESOURCES GENERALIST		Number of Positions:	1
Classification:	CASUAL	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK	
Department:	HUMAN RESOURCES & INFRASTRUCTURE		Program:	HUMAN RESOURCES	
Location:	BARRIE		Anticipated Date of Hire:	MARCH 7, 2022	
Salary Range:	\$44.09 – \$49.35 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 30, 2022*	
			Posting Date:	FEBRUARY 2, 2022	
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	
<p>*Although this position is casual, it is anticipated that it may transition to a full-time position by July 2022. At the discretion of the Vice President, Human Resources Department, the successful incumbent may be appointed to the position on a full-time basis without reposting.</p>					
<p>Purpose of Position: Reporting to the Human Resources (HR) Manager, the HR Generalists provide HR services in areas each of which have their own assigned portfolios: Recruitment, Pension and Benefits. To ensure the Health Unit has adequate HR coverage with cross-trained professional HR staff, HR Generalists rotate on either an annual or biennial basis 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.</p> <p>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 Onboarding, 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.</p>					
<p>Responsibilities:</p> <ul style="list-style-type: none"> • 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 Vice President, 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.

Minimum Education Requirements:

University degree, which includes HR specific areas of study AND a Certified Human Resources Leader (CHRL) designation 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:

Experience working in the Public sector, including OMERS administration

Experience working in a union and non-union environment

Deadline: noon, FRIDAY, FEBRUARY 25, 2022

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-09** in the subject line.

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #22-09 in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-09** 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.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

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.