

Internal ☐ / External ☒  
23-61

<b>Position:</b>		<b>HUMAN RESOURCES GENERALIST</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	FULL-TIME	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK	
<b>Department:</b>	HUMAN RESOURCES & INFRASTRUCTURE		<b>Program:</b>	HUMAN RESOURCES	
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	NOVEMBER 27, 2023	
<b>Salary Range:</b>	\$45.19 – \$50.58 HOURLY		<b>Posting Date:</b>	OCTOBER 12, 2023	
<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	
<p><b>Purpose of Position:</b> 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 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><b>Responsibilities:</b></p> <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 HR expertise, support and consultation to Vice President, Managers, Supervisors and staff, in the interpretation and application/implementation of Agency HR Policies &amp; Procedures, ONA Collective Agreement and employment legislation;</li> <li>• Provides and/or recommends appropriate tools, techniques, systems, practices, policies;</li> <li>• Provide general HR support;</li> <li>• Contribute to Agency management, promotion &amp; development;</li> <li>• Contribute to team and agency effectiveness.</li> </ul>					

**Specific knowledge, skills, abilities:**

- Demonstrated skills and experience in managing and administering HR-specific programs;
- Excellent interpersonal communications skills including coaching, counseling, and the ability to collaborate and negotiate with internal and external contacts;
- Excellent oral communications skills;
- Thorough 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;
- Demonstrated written communication skills including attention to detail and accuracy of information to draft policies and procedures and to communicate effectively via email and correspondence;
- Demonstrated knowledge and experience to apply fair and equitable judgment in key areas of responsibilities;
- Proven skills and ability to handle multiple tasks, prioritize work and meet deadlines;
- Demonstrated organizational and time management skills;
- Understanding of business processes and change management;
- Intermediate skills in Microsoft Word, Excel, PowerPoint, and Outlook;
- Knowledge of HR-related software.

**Education:**

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

Experience OMERS administration

**Deadline: 4:00 pm, WEDNESDAY, NOVEMBER 01, 2023**

For further details of the Human Resources Generalist role please view our [Human Resources Generalist position description](#) on the careers section of our website.

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting **#23-61** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed 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 as you would have missed the application deadline.

**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.**

Up to date COVID-19 vaccination, as per the SMDHU COVID -19 Vaccination Policy, is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant additional doses based on established eligibility criteria. 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.*