



Employment Opportunity Human Resources Generalist

The Township of Puslinch is seeking a permanent, full-time Human Resources Generalist. Reporting to the Chief Administrative Officer (CAO), the Human Resource Generalist is responsible for, in consultation with department heads, recruitment services, onboarding/off boarding, creating/maintaining current and accurate job descriptions, maintaining Human Resource databases, facilitation of the Township's benefits and pension programs, administration of the Township's health and safety/WSIB/and return to work programs, act as the Township Health and Safety Coordinator, provide back-up to the Financial Assistant as required related to the administration and reporting of payroll including issuing ROEs.

Key Responsibilities:

- Actively supporting the CAO and senior leadership team in building organizational capacity.
- Assist the CAO and senior leadership team with all employee disciplinary actions up to and including termination and litigation.
- In collaboration with department heads, provide start to finish recruitment services for employees and volunteers including leading the onboarding/off boarding processes.
- In collaboration with departments heads, create/maintain current and accurate job descriptions including coordination with the external consultant on job classifications for compensation.
- In consultation with the CAO, assist in the development and/or retention of human resources and Health and Safety and Wellness policies and procedures.
- In consultation with department heads, advise, recommend, and provide reports, when applicable, regarding resolutions to all employment and human resources matters.
- Assist in the maintenance, and implementation of the Township's performance appraisal process.
- Investigate learning and development opportunities for Township staff, in partnership with other County-wide municipalities.
- Ensure the maintenance of the Human Resources database(s) [i.e., attendance management, performance appraisal due dates, vacation entitlements, etc.]. Provide support to department heads, managers and supervisors on managing absenteeism and resolution.
- Ensure confidential employee files (electronic and manual) are created and maintained in accordance with the Township's record management program.
- Provide support related to all aspects of the legislated and legal requirements in regard to volunteers utilized in the organization.
- Provide support to staff to ensure an inclusive and collaborative organizational culture while supporting a continuous learning environment.
- In consultation with department heads and the CAO, ensure all organizational charts are maintained as required.
- Provide support for employees regarding the Employee and Family Assistance Program (EFAP) for all employees and volunteer firefighters.
- In collaboration with the Finance department, administer the Township's benefits and pension programs (ie. group benefits, volunteer firefighter benefits, OMERS, etc.).
- In consultation with the Township's Benefits provider, provide support relating to short and long term disability. ,
- Act as the Township Health and Safety Coordinator and administer the health and safety and return to work programs and foster the commitment to health, safety and wellness by providing support and ensuring compliance with relevant legislation and standards including WSIB claims.
- Provide back-up to the Financial Assistant as required related to the administration and reporting of payroll including issuing ROE's
- Perform additional duties and special projects as required.
- Responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.



Minimum Qualifications:

- Post-secondary education focused on human resources, business administration or other related discipline or equivalent combination of education and work experience.
- Minimum one (1) years of progressive, related and demonstrated experience.
- Currently have or working towards membership in the Human Resources Professional Association, Certified Human Resources Professional or Leader (CHRP/CHRL) designation would be considered an asset.
- Willing to obtain the Joint Health and Safety Certification Part 1 & 2..
- Excellent verbal and written communication skills.
- Knowledge of Municipal Human Resources policy, procedures, programs, and related legislation would be considered an asset.
- Exemplify professionalism and excellent communication and interpersonal skills (both verbal and written) in order to manage relationships with both internal and external stakeholders with tact and diplomacy.
- Excellent customer service skills including the ability to work effectively in a team environment.
- Involvement working in a fast-paced environment, managing multiple projects, programs, and priorities requiring a high degree of mental concentration, time management, organizational, and prioritization skills.
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, Outlook and internet (or other similar software programs).
- A valid driver's license (minimum G2 Class) in good standing and access to a reliable vehicle.

This position offers a comprehensive benefit package and an annual salary range of \$62,225.80 to \$72,781.80.

You will have the opportunity to take part in our hybrid work model that includes flexible work hours, working from home and at the Township of Puslinch office.

Applicants are invited to submit a cover letter and resume to hr@puslinch.ca by no later than 4:00 p.m. on Monday, April 29, 2024.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.

If you need an accessible format, please email hr@puslinch.ca or call (519) 763-1226. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.