



HUMAN RESOURCES ASSISTANT

Temporary Full-Time (35 Hours per week)
From March 2024 - January 2025

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$60,776 - \$69,742

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, March 3, 2024.

POSITION SUMMARY:

The Human Resources Assistant provides confidential administrative support to the Human Resources team, in the delivery of a wide range of Human Resources and Health and Safety services to all employees and departments in relevant areas such as: recruitment, training and development, employee and labour relations, and health and safety.

MINIMUM QUALIFICATIONS:

- Post-Secondary diploma in Human Resources, or related discipline.
- One (1) year of experience in a Human Resources environment. Experience in a unionized environment would be considered an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid class "G" driver's license and access to private vehicle with ability to travel to and from various work locations when required.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated computer skills using applications such as Microsoft Teams and Office Suite (Word, Outlook, SharePoint, Excel, PowerPoint, Outlook) and HRIS or other databases.
- Excellent communication skills (written, verbal and visual), sound facilitation and presentation skills, with a high level of professionalism, tact, diplomacy, and confidentiality.
- Strong political acuity working with internal partners, including management and staff across the organization.
- Strong organizational and time management skills demonstrating effective time management with the ability to multi-task and manage competing priorities and undertake self-directed tasks, while ensuring accuracy and attention to detail.
- Ability to establish and maintain collaborative partnerships with leaders and staff with a goal of advancing desired skills and workplace culture.
- Sound analytical, problem solving and critical thinking skills with good judgement to know when to consult/escalate to Human Resources Manager.
- Knowledge of applicable legislation and regulations including the *Ontario Labour Relations Act, Occupational Health and Safety Act, Workers Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, etc.*, and ability to stay current.
- Ability to conduct research, and/or to support continuous improvement in Human Resources processes, policies, and service delivery.
- Ability to demonstrate professionalism and a strong customer service orientation at a role-model level.
- Discretion and good judgment in dealing with highly confidential and sensitive issues.
- Ability to take initiative to improve work processes.

KEY RESPONSIBILITIES AND DUTIES:

- Maintain a professional demeanor that reflects our organizational culture.
- Respond to internal and external human resource related inquiries or requests and provide assistance, referring to other Human Resources (HR) staff as needed.
- Provide human resource administration and clerical support for the day-to-day operation of the HR Division.
- Provide administrative support to the HR Division, such as assisting with policy review and development, generating reports, letters, minute taking, scheduling meetings, and assisting with other projects as needed.
- Assist with grant programs as required.
- Support processes to attract a diverse talent pool and assist with the coordination of the full-cycle recruitment process for summer students, seasonal and part-time employees.
- Provide administrative support to payroll.
- Assist with planning and coordinating corporate, departmental, and divisional events, including employee events, long service awards, training, etc.
- Organize and maintain employee personnel files and general department files, including records retention and digitization of records. Responsible for department filing.
- Assist with maintenance of the Human Resources Information System (HRIS).
- Maintain effective records management practices overseeing employee file management in accordance with the Township's records policies and

- legislative requirements.
- Undertake research for policies, new initiatives, legislative compliance, compensation, and other Human Resources related matters as required.
- Assist with the coordination and administration of the Township's corporate health and safety (H&S) program and the Joint Health and Safety Committee.
- Assist with the development and delivery of corporate training and new employee orientation.
- Undertake special projects and events that positively reinforce our organizational development and culture.
- Other duties as assigned.

WORKING RELATIONSHIPS:

Internal:

Human Resources staff, all people leaders, all staff, and Union Representatives.

External:

Members of the public, insurance providers.

WORKING CONDITIONS:

- Normal busy office environment working conditions apply.
- May be required to attend meetings, programs, seminars, events which may take place at different facilities (mostly within the Township).
- May be seated for long periods (3-4 hours).
- Occasionally required to deal with frustrated and upset employees with respect to sensitive and confidential information.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.