



## The Township of West Lincoln is seeking a **Human Resources Advisor**

The Township of West Lincoln is a picturesque and progressive municipality, located at the westerly end of the Niagara Peninsula within the Regional Municipality of Niagara. Our largest urban area, Smithville, is located halfway between the City of Hamilton and the City of St. Catharines. With a population of approximately 16,000, and a land area 387.02 sq.kms, West Lincoln is proud to have the largest geographical area in the Niagara Region! The Township of West Lincoln is a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. Known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, the Township prides itself in providing responsive and friendly customer experiences.

The Township of West Lincoln is currently seeking a highly motivated individual to fill the position of **Human Resources Advisor**.

Working under the direction of the Chief Administrative Officer, the Human Resources Advisor is responsible for the managing and maintaining all aspects related to Human Resources. The successful candidate will also act as Chair for the Occupational Joint Health and Safety Committee. This includes being responsible for the operational activities of HR including employee/labour relations, collective bargaining, health, safety, wellness, disability management, compensation, benefits, performance management, training and development and coordinating the recruitment and hiring process in addition to providing support and guidance to all management of the organization as the content matter expert.

The ideal candidate will be a member of and will have attained a designation from the Human Resources Professionals Association, and/or the Ontario Municipal Human Resources Association and will have a minimum of five (5) years of experience in the Human Resources field.

The Municipality offers a competitive salary, a comprehensive benefits package and registration with OMERS pension. The salary for this position is set at \$76,567.40 to \$93,875.60 annually. This is a permanent full-time position working 35 hours/week/1820 hours yearly. This position will be supported primarily in office.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **4:30pm on Wednesday, April 24, 2024** to:

**Joanne Scime**

Interim Human Resources Advisor

Email: [recruitment@westlincoln.ca](mailto:recruitment@westlincoln.ca)

Please put 'HR Advisor' in the subject line of the email

A detailed HR Advisor Job Description can be found on our website at:

[www.westlincoln.ca/townshipoffice/jobs](http://www.westlincoln.ca/townshipoffice/jobs)

*We thank all applicants, however, only those selected for an interview will be contacted.*

***The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.***