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## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 23.24

**Position:** Organizational Culture Specialist

**Status:** Permanent Full Time

**Employee Group:** Non-Union

**Salary:** \$87,134 - \$108,918 per annum (under review)

**Division:** CAO's Office

**Department:** Human Resources

**Reports To:** Director, Human Resources

**Location:** Simcoe, ON with hybrid work options

**Posting Period:** September 18, 2024 – October 9, 2024

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### **How to Apply:**

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/DE5F242CF9>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)

### **Basic Function:**

The overall purpose of the Organizational Culture Specialist role is to drive corporate wide initiatives to enhance the employee experience and organizational culture of Norfolk County.

Responsible for monitoring and executing Norfolk County's comprehensive five-year Talent Management strategy which encompasses initiatives in HR policy, compensation, corporate culture, performance management, and employee attraction and retention.

## **Knowledge and Experience:**

- Post-secondary degree/diploma from a recognized college or university in a relevant discipline (i.e. Human Resources, Business, Administration, Public Administration, Applied Behavioural sciences, industrial organizational psychology or related fields).
- Minimum five years of progressive Organizational Development and HR experience, with involvement in building programs from concept to implementation.
- Demonstrated knowledge and experience leveraging organizational development best practices including DEI, change management and performance management.
- Significant project management and policy development experience is required.

## **Skills and Abilities:**

- Ability to exercise discretion, judgment, and work independently, with a high degree of integrity and exposure to confidential information.
- Exceptional project management skills with the ability to manage multiple initiatives simultaneously.
- In-depth understanding of HR policies, compensation structures, corporate culture, performance management, and DEI.
- Excellent collaboration and communication skills, with the ability to influence and drive change across various departments and divisions.
- Excellent facilitation skills, able to lead workshops and engagement sessions and build consensus, address issues with sensitivity, and effectively interact with and respond to the needs of diverse groups.
- Strong analytical and problem solving skills, political acuity, critical thinking, adaptability, and ability to adopt innovative approaches.
- Proficiency in Microsoft Office Suite including Word, Excel PowerPoint and Outlook, Microsoft Teams, and Adobe Acrobat Professional.
- Valid Ontario driver's license and access to a reliable vehicle.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

## **Position Description:**

- Oversee the implementation of the five-year Talent Management strategy, ensuring timely and effective execution of all initiatives.
- Implement and support change management best practices throughout the Corporation.
- Work with HR leadership to update and develop HR policies that align with the strategic goals of the County.
- Assist in the design and implementation of a pay-for-performance structure to attract and retain top talent.
- Develop and work with Division leaders on succession management processes.
- Promote and enhance Norfolk's corporate culture through targeted initiatives.
- Champion diversity, equity, and inclusion initiatives, fostering an inclusive workplace where all employees feel valued.
- Work closely with all departments and teams across Norfolk to drive HR initiatives and ensure alignment with overall business objectives.
- Assist in the implementation of an HRIS system and establish metrics and reporting systems to track progress on HR initiatives, holding teams accountable for their roles in the strategy.
- Stay up-to-date on industry trends and best practices to continually improve HR processes and policies.
- Identify and deliver corporate culture improvement activities across all areas of the corporation, employing process improvement methodologies and the application of innovative thinking.
- Focus on corporate and HR priorities, deliver recommendations and help drive successful accomplishments in all identified areas and priorities.
- Build effective partnerships with County divisions and departments, work with key champions to build a continuous improvement environment and support an ongoing program of improvements.

- Prepare and present written or verbal reports, policies and procedures and/or recommendations to the CAO, Senior Leadership team and/or Council, as required.
- Lead and participate in a wide variety of committees and/or workgroups.
- Perform other related duties to assist in all functional areas of the Human Resources department, as required.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted