

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Human Resources Business Partner

Temporary, full-time position (Approximately 15 months)

Salary: \$98,935.00 - \$123,669.00 based on a 35-hour work week.

Partnering with Managers, the Human Resources Business Partner will support implementation of HR initiatives aligned to operational planning. You will also support the day-to-day HR needs of the organization ensuring that stages in the employee life cycle are documented and aligned to organizational strategy and best practices.

Primarily supporting the Golden Plough Lodge (GPL), the County's long term care home, this position is responsible for providing a wide range of HR services to the County of Northumberland, which include employee and labour relations; change management; reducing excess costs associated with grievances, absenteeism, workplace injuries, and overtime; recruitment and selection; policies and procedures; training and development; and investigations

Specific Responsibilities include:

- Acting as a business partner to the operational leadership by providing HR support all areas of HR including recruitment and selection, performance management, on-boarding and training, compensation and termination;
- Recruiting new employees using proactive recruitment strategies and making recommendations for changes and improvements to recruitment practices ensuring regulatory compliance;
- Advising managers as needed on collective agreement provisions and assisting in responding to day to day issues within a unionized environment;
- Participating in conducting investigations when employee complaints or concerns are brought forth;
- Assisting with employee recognition programs;
- Monitoring employee performance and advising managers on progressive discipline as needed;
- Organizing and participating at labour/management meetings, reviewing issues with the management team and providing input for resolutions;
- Leading the grievance process by attending all grievance meetings, preparing responses in the early steps, maintaining comprehensive records and tracking system.

Qualifications & Skill:

- University degree or college diploma in Human Resources, Business Administration, Public Administration, or a related field of study.
- Certified Human Resources Leader (CHRL) designation required.
- Minimum five (5) years' progressive experience in Human Resources.
- Demonstrated experience in working with unionized employees and collective bargaining,

specifically in long term care environment.

- Workplace investigation training.
- Demonstrated proficiency with Microsoft Office Suite.
- Initiative is required for analysis of situations and problem solving. Judgement must be exercised in recommending or deciding upon the appropriate choices of action.
- Interprets and applies government legislation.
- Adheres to operating manuals, departmental guidelines, County policies, procedures and collective agreements.
- Conflict management, fact-finding, negotiation, mediation, facilitation skills
- Verbal, written, interpersonal, communication and presentation skills.
- Time management skills in order to be able to effectively coordinate a number of projects simultaneously.
- Flexible and adaptable.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Tuesday, December 31, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.