

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) HUMAN RESOURCES ADVISOR
Permanent Full Time

JOB ID: C32-25	LOCATION: Hybrid -30 Centre Street, Orangeville
JOB TYPE: Permanent Full Time	DEADLINE TO APPLY: 4:30 p.m. on March 21, 2025

Reporting to the Human Resources Manager, the Human Resource (HR) Advisor contributes to the overall effectiveness of the Human Resource team by providing support to managers, supervisors and employees on Human Resources functions including employee and labour relations, recruitment and selection, compensation and job evaluation, performance management, and development and administration of policies. The Human Resources Advisor acts as the primary contact for advice and interpretation of employment-related items such as employment legislation, and County policies and procedures. This position provides co-ordination on a range of day-to-day HR issues that require judgement and tactical decision-making within prescribed parameters.

What we can offer YOU!

- A competitive hourly wage ranging between \$45.65 – \$53.40 (January 1, 2025 Non-Union Pay Grid)
- Hybrid work arrangement
- Enrolment in our comprehensive health benefits program and defined benefit pension
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Provide guidance and strategic advice to People Leaders regarding employee relations, performance management, disability management, recruitment and Human Resource policies, procedures and practices.
- Contribute as a HR project leader or contributor on various department and organizational initiatives
- Participate in the investigation process on applicable employee relations investigations
- Manage all non-union claims of non-occupational and occupational illness and injury;prepare and manage return to work programs/plans, provide timely status updates to People Leaders and employees
- Maintain Workplace Safety and Insurance Board (WSIB) files
- Serve as a coach and mentor for other positions in the division, serving as a knowledge base and resource for their tasks and responsibilities
- Foster a diversity, equity and inclusion (DEI) culture by ensuring DEI is considered in all aspects of HR (recruitment, policies, organizational activities, etc.)
- Provide budget input and feedback to the HR Manager
- Other duties as assigned

What you'll bring

- Post secondary degree in Human Resources Management, Labour Relations or a related field
- Certified Human Resources Professional (CHRP)
- Human Resources Professional Association (HRPA) membership in good standing
- Minimum three (3) years' experience in a human resources role
- Ability to maintain a high level of confidentiality
- Highly organized with a demonstrated ability to prioritize and meet deadlines

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- Exceptional communications skills both written and verbal
- Ability to think and interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.
- Ability to apply a DEI lens to all aspects of work
- Knowledge of relevant legislation, policies and procedures including the Ontario Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Labour Relations Act, and the Ontario Health and Safety Act, and the Long-Term Care Homes Act
- Proficient with Microsoft Office Suite or related software.
- Valid Class G driver's license and access to reliable transportation required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: sbigman@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 10, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.