



HUMAN RESOURCES GENERALIST
Temporary Full-Time (35 Hours per week)
Approximately 13 months from August 2025 – September 2026

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: \$72,949 - \$85,340

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, July 13, 2025.

POSITION SUMMARY:

Reporting to the Human Resources Manager, the Human Resources Generalist provides project management skills and support to the organization on Human Resources matters with a focus on the employee experience through attracting and retaining staff, onboarding new recruits, and organizational training and development initiatives.

RESPONSIBILITIES

- Provide support and guidance to leaders and other staff in the interpretation and administration of corporate policies, procedures, and collective agreements, ensuring consistency and compliance with applicable legislation and regulations.
- Oversee the employee lifecycle with focus on continual improvement and innovation of recruitment processes to attract a diverse talent pool through inclusive sourcing, posting and interview practices.
- Oversee and support the full-cycle recruitment process for summer students, seasonal, part-time and full-time employees (unionized and non-management).
- Collaborate with the Payroll & Benefits Coordinator on employee life cycle changes/transactions, ensuring necessary information on leaves, transfers, promotions, terminations, etc., are completed in a timely manner.
- Create, with input from departments, provide, and maintain an engaging corporate orientation process that welcomes new recruits to the Loyalist structure, our policies,

and processes, and to our corporate values. Supporting hiring managers with the creation and maintenance of effective in-department orientation utilizing a coordinated approach.

- Work with leadership to build and maintain a training and development program including but not limited to sourcing identified training needs, coordinating training events, utilizing HRIS, and maintaining rosters of training attendance and completion.
- Support and coordinate annual performance development and succession planning programs.
- Partner in the administration and maintenance of the Human Resources Information System (HRIS).
- Undertake special projects and events that positively reinforce our organizational development and culture, including reviewing exit interviews ensuring feedback is captured, utilized, and reported on for future organizational development and culture initiatives as may be required.
- Participate in the identification, development and review of human resources processes, policies, and procedures, including employee and leadership resources/tool kits.
- Maintain effective records management practices overseeing employee file management in accordance with the Township's records policies and legislative requirements.
- Provide support and backup to the Payroll & Benefits Coordinator for payroll processing including providing administrative support to payroll in such areas as benefit invoicing and reconciliation, OMERS, etc.
- Other duties as assigned

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:

Education

- Three (3) year college diploma in Human Resources, or related discipline.

Experience

- One (1) year of experience supporting Human Resources activities such as recruitment and selection, policy development and training.

Knowledge/Skill/Ability

- 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.
- 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.

- Demonstrated computer skills using applications such as Microsoft Teams and Office Suite (Word, Outlook, SharePoint, Excel, PowerPoint, Outlook) and HRIS or other databases.
- Demonstrated organizational and time management skills with the ability to multi-task and manage competing priorities and undertake self-directed tasks.
- 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, analyze data and use critical thinking skills to identify possible solutions to specific issues 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.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory Criminal Record Check (CPIC).

WORKING RELATIONSHIPS:

Internal

Daily communication with colleagues throughout the organization.

External

Occasional communication with external agencies such as grant application authorities, other municipalities HR staff and recruitment-related agencies.

WORKING CONDITIONS:

- Normal busy office environment working conditions apply.
- In response to operational needs occasional extra time may be worked but is dependent on the issue/project/deadline.
- May be seated for long periods (3-4 hours).

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.