

## Notice of Employment Opportunity

July 28, 2025

### People & Culture Generalist

The Corporation of the Town of Tecumseh is currently recruiting for a highly motivated professional to fill the full-time non-bargaining unit position of People & Culture Generalist.

### Job Summary

Reporting to the Director People & Culture, the People and Culture Generalist supports human resources administration and programming. The role provides support to the Director People & Culture including HRIS, labour relations, recruitment, policy development, compensation, health and safety, benefits, disability, attendance management, training and development, and enhancing the employee experience including wellness.

### Experience & Qualifications

- Minimum of a College Diploma in Business Administration, Human Resources or Labour/Industrial Relations or related field – **required** (University Degree is preferred)
- Minimum of three (3) years recent and relevant experience in a Human Resources Generalist role – **required**
- Certified Human Resources Professional (CHRP) designation – **required** (Certified Human Resources Leader (CHRL) designation would be an asset)
- Recent experience working in a unionized environment interpreting collective agreements – **required**
- Health & Safety Certification or the ability to complete requirements within one (1) year of assuming the position – **required**
- Experience participating in Joint Health and Safety Committees and managing WSIB claims - **preferred**
- Experience working in the broader public sector – **asset**

The successful candidate will have demonstrated ability and knowledge of human resources legislation (OHSA, OLRA, ESA etc.), HR principles and practices. In addition, knowledge of computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software; along with knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability. The preferred candidate will have a strong work ethic and a valid G Driver's License with access to a vehicle.

### Terms

The Town is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment interview, please advise us if you require accommodation. This position is based out of Town Hall with regular visits to Town facilities.

We invite you to visit [www.tecumseh.ca](http://www.tecumseh.ca) to obtain further information about the municipality.

### Salary

The Town offers an annual salary range of \$87,195 - \$102,006 (2024) per year depending on expertise and experience, in accordance with the Town's Salary Grid. This position is non-union and is subject to an employment contract.

This vacancy is due to a resignation and applicants are invited to create a profile and submit resumes through the Town's website at [employment.tecumseh.ca](http://employment.tecumseh.ca) by **Friday, August 8, 2025 at 4:30 pm**.

All applications are appreciated; however, only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA] and will be used solely for the purpose of candidate selection.