



Job Posting

Job Title: Human Resources Advisor
Department: Human Resources
Reports to: Manager of Human Resources
Rate of Pay: \$106,187 - \$119,945 per annum
Posting Date: October 15, 2025
Posting Deadline: October 31, 2025

Summary

The Human Resources Advisor is responsible for a range of traditional HR services across the Town, including but not limited to recruitment and selection, employee onboarding and orientation, disability administration and management, employee and labour relations, providing input with respect to HR policy, strategy, and planning, as well as handling the day-to-day activities of the department. This position will play a key role in the transformation and optimization of HR processes and services for the organization, including the optimization of the Town's HRIS (Human Resources Information System) system (UKG) which includes providing applicable technical support to the organization.

Primary Duties and Responsibilities

1. Facilitate and participate in recruitment and selection responsibilities to fill vacancies in a competitive job market, from job posting development through to new employee orientation.
2. Provide technical support for HRIS users, troubleshoot system issues, training, and implement/configure resolutions that meet user requirements.
 - Develop and maintain HRIS documentation, including system configuration, training materials and end-user documentation.
 - Collaborate and coordinate with cross-functional areas in understanding the interdependencies between interfaced systems.

- Collaborate with system vendor and project team members in the design of new modules/functionality, as well as opportunities for automation; responsibilities include full-cycle implementation activities.
 - Act as the designated point of contact for monitoring vendor updates, system enhancements, and scheduled maintenance. Evaluate the impact of changes, coordinate internal communications, and ensure timely implementation to maintain system integrity.
 - Design and implement user-friendly dashboards to provide intuitive access to key employee data.
 - Ensure data accuracy through ongoing system audits and validation.
3. Support efforts to streamline and optimize processes and practices within the HR department promoting operational efficiency, regulatory compliance and positive employee experience.
 4. Provide guidance and direction regarding the interpretation and administration of human resource policies, procedures, collective agreements, employment standards and human rights legislation for employees and management staff.
 5. Research industry best practices and assist in drafting, reviewing, and updating HR policies and procedures ensuring documents are current, accessible and aligned with legal and organizational standards.
 6. Coordinate employee training and development activities, including new employee orientation, ensuring compliance with relevant standards.
 7. Oversee occupational and non-occupational claims to ensure compliance with legislation, establishing return to work accommodations, and investigating claims as required.
 8. Monitor short and long-term disability programs and WSIB statistics.
 9. Ensure compliance with occupational health and safety legislation, regulations, and other accepted industry standards.
 10. Provide technical expertise and assistance for health and safety concerns.
 11. Maintain confidential information with respect to labour relations, employee claims and personal information.
 12. Assist with maintaining Human Resources intranet and internet pages.
 13. All other duties as assigned.

Qualifications

- Degree or Diploma in Human Resources Management, Industrial Relations, Business Administration, or a related field.
- Minimum of five (5) years previous related experience.
- Working knowledge of all relevant legislation (Employment Standards Act, Labour Relations Act, Ontario Human Rights Code, Occupational Health and Safety Act).
- Strong computer proficiency including Microsoft 365
- Experience with UKG Ready or similar HRIS system.
- Ability to learn new technology through instruction and self-training.
- Excellent customer service and interpersonal skills.

- Superior verbal and written communication skills.
- Excellent attention to detail and strong administrative skill set.
- Highly developed analytical and organizational skills, strong technical aptitude and attention to detail.
- Ability to exercise significant discretion and sensitivity while having exposure to confidential and sensitive information.
- Self-starting proactive individual who can work independently as well as in a team environment.
- Able to multi-task and work well under pressure and adhere to deadlines.
- Valid Class “G” driver’s license.

Qualifications Considered Assets

- Certified Human Resources Professional (CHRP) designation
- Knowledge of municipal legislation

Working Conditions

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions.
- Safety equipment as required (i.e., safety shoes, glasses/goggles, hearing protection, etc.).
- Manual dexterity to use desktop computer and peripherals.
- Periodic local and out of town travel required.
- Operation of a motor vehicle.

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift.
- Occasional evening/weekend meetings and events, as may be required.

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting

Leadership Responsibilities

- N/A

Application Process

Please apply no later than **October 31, 2025**.

We thank all applicants who apply, but 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 and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance.