



Job Title: Job Design Advisor

Competition Number: CMGR-05-26	Department: City Manager's Office
Posting Category: Open	Division: Human Resources
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$76,570.34/Hr.	Max: CAD \$90,082.75/Hr.
Pay Band: 7	Number of Positions: 1
Effective Date: February 8, 2006	Supersedes Date: March 1, 2003
Posted Date: August 14, 2026	Post End Date: September 7, 2026

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

Design Jobs. Align Organizational Structure. Attract Excellence.

At the City of Thunder Bay, **Our City Runs on People Like You.** Together, we are building a workplace where everyone belongs—where your expertise in job design, compensation, organizational structure, and employer branding helps support a thriving workforce and exceptional public service.

Here, you will partner with leaders across the organization to develop and maintain job descriptions, coordinate job evaluations, support organizational restructuring initiatives, and help attract talent through a strong and consistent employer brand. You'll be part of a workplace that values respect, fosters growth, and promotes a culture of diversity, well-being, and collaboration.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where You'll Make a Difference Every Day

As a **Job Design Advisor**, you'll play a key role in ensuring positions across the Corporation are accurately designed, evaluated, and aligned with organizational needs. You'll work collaboratively with leaders, employees, unions, and HR professionals to support effective workforce planning, pay equity compliance, talent attraction, and organizational effectiveness.

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Whether you live in Thunder Bay, you're looking to return, or excited to make the City your new home, join a team where your skills, expertise, and presence are recognized, and make a real impact in our community.

How You'll Support the Team

In this role, you will provide expertise and coordination related to job design, organizational structures, and employer branding initiatives. You will also have the following accountabilities:

- Provide day-to-day support and advice in relation to the job design process at the Corporation (job descriptions, job evaluation, pay equity maintenance, and organizational restructure processes).
- Advise, and collaborate with managers/supervisors with the job design process by creating new or amending existing job descriptions. Consult with Employee Relations and meet and/or correspond with bargaining agents, as required, to finalize new/amended unionized job descriptions.
- Coordinate and facilitate the joint management/union job evaluation committee(s) and serves as Chairperson.
- Maintain files, correspondence and records relating to job description and job evaluation processes.
- Coordinate and implement Corporate restructures, including job description organizational charts and HR System updates.
- Maintain and reconcile corporate organizational charts.
- Oversee the Corporation's career site to enhance candidate experiences and provide information regarding current and future job/career opportunities.
- Coordinate the procedure review process and assists with research, writing and identifying procedures that require updates.
- Participate in and conducts compensation and organizational structure surveys.
- Support Human Resource projects and special initiatives to advance processes, programs, and systems.
- Conduct industry best practice research to support and inform the development of programs/initiatives.

Job Design Advisor Job Description

What You Can Count On With Us

When you join us, you will be in receipt of the following amazing benefits:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions

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- The opportunity to be part of a dedicated and talented team, who are highly respected within the Corporation
- A collaborative HR team environment that values innovation, continuous improvement, and knowledge sharing
- The opportunity to influence programs and processes that support employees across the organization

What You'll Bring to the Team

Here's what will help you succeed as the Job Design Advisor:

- Diploma in business, human resources or a related discipline with four (4) years' experience in a high-volume multi union, technology driven job design and compensation environment; and
- Demonstrated experience in providing advice to leaders on matters related to job design, job descriptions, job evaluations, organizational restructures; and communicating employer brand and employment opportunities to potentials.
- Superior ability to communicate effectively and concisely, both orally and in writing, with the ability to make presentations to a variety of audiences
- Ability to establish and maintain effective relationships with administration, union executives, co-workers, employees, community target groups and the general public
- Strong research, planning, organizational and project/time management skills
- Strong problem-solving skills to address and overcome challenges
- Ability to take initiative and operate in a high volume, fast paced environment

Grow Your HR Career With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll help shape meaningful work, support organizational success, and contribute to an exceptional employee experience.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

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ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866