



Human Resources Generalist (Contract - Up to 1 Year) - Job ID #2724

Job Title	Human Resources Generalist (Contract - Up to 1 Year)	Status / Job Type	Contract Full Time
Commission	CAO & Mayor's Office	Department	Human Resources
Union Affiliation	NON-UNION - CONTRACT FULL TIME	Number of Openings	1
Rate of Pay	\$36.62 to \$45.78	Benefits Entitlement	No
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 24, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Oct 8, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Human Resources Services, the primary focus of the Human Resources Generalist is to lead the full-time recruitment process for the City of Brantford. The Human Resources Generalist is responsible for the recruitment and selection process for unionized and non-unionized positions, from posting positions through to onboarding procedures. The Human Resources Generalist provides guidance and advice to client groups with respect to employee relations matters. In addition, the Human Resources Generalist works collaboratively with the Human Resources Services Team, to assist the Human Resources Business Partners by assisting with labour and employee relations research, and a variety of departmental projects and administrative duties. Applicants must be available to occasionally work evenings and weekends to conduct interviews.

Qualifications

- Must possess a minimum of a three (3) year diploma or degree in a related field from an accredited College or University program.
- Preferably holds or working towards a Certified Human Resources Professional (CHRP) designation.

- Over 2 years of human resources experience, preferably within a Municipality, including recruitment and selection experience in a unionized environment required.
- Must be committed to professionalism and teamwork; possessing a comprehensive knowledge of contemporary HR practices and legislation with a strong emphasis on customer service.
- Must have knowledge of Microsoft Office Software.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.