

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) HUMAN RESOURCES ADVISOR

Permanent Full-Time

JOB ID: C54-24	LOCATION: On-Site - 151 Centre Street, Shelburne ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on July 12, 2024

Reporting to the Human Resources Manager, the Human Resource (HR) Advisor contributes to the overall effectiveness of the Human Resource team by providing support to managers, supervisors and employees on Human Resources functions including; employee and labour relations, recruitment and selection, compensation and job evaluation, performance management, and development and administration of policies. The Human Resources Advisor acts as the primary contact for advice and interpretation of employment-related items such as; employment legislation, contracts/collective agreements, County policies and procedures, and provides co-ordination on a range of day-to-day HR issues that requires judgement and tactical decision-making within prescribed parameters.

What we can offer YOU!

- A competitive hourly wage ranging between \$44.62 – \$52.20 (April 1, 2024 Non-Union Pay Grid);
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment

What you'll do

- Advise and guide managers on appropriate performance management measures
- Counsel employees regarding human resources policies, procedures, and practices
- Advise managers and supervisors on the rationale for processes and practices, policies and procedures, as well as relevant legislation
- Assist in development and implementation of personnel policies and procedures
- Contribute as a HR project leader or contributor on various department, HR, and business initiatives
- Conduct thorough investigations of employment matters including recommended follow up
- Conduct, participate and document employee investigations. Advise Managers on investigation procedures, preparation of interview questions, follow-up meetings, interpretation of findings, and recommended disciplinary action
- Build effective relationships with all divisions and departments throughout the organization
- Maintain current knowledge of market trends, legislative requirements, and administration of Human Resources policies
- Prepare reports or conduct surveys in a variety of HR related areas such as pay practices, turnover, sick time, etc.
- Partner with leadership in identifying opportunities for improving HR service delivery
- Foster a diversity, equity and inclusion (DEI) culture
- Implement and guide HR team projects such as reward and recognition, attraction and retention, wellness initiatives and engagement activities
- Participate on committees as directed

- Serve as a coach, mentor and consultant for other positions in the division, serving as a knowledge base and resource for their tasks and responsibilities
- Advise and assist managers with various labour relations matters for all bargaining units at Dufferin Oaks Long Term Care Home
- Participate in disciplinary meetings, grievance process; Collective Agreement renewal process and mediation/arbitration meetings
- Monitor employee attendance and conduct attendance counselling sessions as necessary
- Approve staff expenditures
- Submit Short Term Disability (STD) and Long-Term Disability (LTD) claims to third party providers; monitor staff absences
- Maintain Workplace Safety and Insurance Board (WSIB) files; complete and submit e-Form 7's
- Prepare and manage return to work programs in consultation with employees and their managers.
- Provide support to the HR Manager in reviewing, assessing and responding to accommodation requests
- Other duties as assigned

What you'll bring

- Post secondary degree in Human Resources Management, Labour Relations or a related field
- Certified Human Resources Professional (CHRP)
- Human Resources Professional Association (HRPA) membership in good standing
- Minimum three (3) years experience in a human resources role or employee & labour relations
- Experience in both non-union and unionized environments
- Experience in Long Term Care considered an asset
- Exceptional communications skills both written and verbal
- Ability to think and interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers
- Ability to apply a DEI lens to all aspects of work
- Knowledge of relevant legislation, policies and procedures including the Ontario Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Labour Relations Act, and the Ontario Health and Safety Act, and the Long Term Care Homes Act
- Proficient with Microsoft Office Suite or related software
- Valid Class G driver's license and access to reliable transportation required
- Satisfactory police vulnerable sector screening when working in Long Term Care
- Two Step Tuberculosis test when working in Long Term Care

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **July 19, 2024**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.