



MUNICIPALITY OF MIDDLESEX CENTRE

Human Resource & Health and Safety Coordinator

The strength in Middlesex Centre lies with its people. The population of the community consists of both long-term residents and more recent arrivals. There are farmers and commuters, young families and retirees. The residents of Middlesex Centre are a diverse demographic, and the key factor in the lively community environment of Middlesex Centre.

Position Summary

Under the direction of the Director of Corporate Services this position is responsible for development and implementation of human resources policies, programs and procedures as well as leading activities regarding human resources planning, full-cycle recruitment and selection, on-boarding, training and development, employee relations, policy administration, maintaining employee records, administering employee benefits, pay equity maintenance, and health and safety. The position is also responsible for supporting the Director of Corporate Services in policy research, compliance reporting and auditing with respect to human resources and health and safety. This position will work directly with various departments within the municipality to assist with special projects and strategic initiatives. This position involves handling issues of a highly sensitive and confidential nature.

Preferred Qualifications

- University education in human resources, occupational health and safety or related discipline, accompanied by a current recognized CHRP designation.
- Strong working knowledge of: Ontario Occupational Health and Safety Act (OHSA), Employment Standards Act, Accessibility for Ontarians with Disabilities Act, Pay Equity, Human Rights Code, NIOSH, WHMIS, CSA standards and Labour Relations Act.
- A CRSP designation is considered an asset
- WSIB/MOL Certified in Health and Safety or working towards certification.
- A minimum of four (4) years' experience directly related Human Resources within a Municipal or related setting.
- Possess a Class "G" driver license valid in the Province of Ontario with a clean abstract.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Ability to work outside regular business hours as required.
- Maintain a good relationship, exchange information and represent the best interests of the municipality with employees, the Ministry of Labour, Ontario Municipal Human Resources Association, the Public Sector Health & Safety Association.
- Ability to interpret and apply applicable legislation, including *OHSA* and applicable regulations, standards and codes, *WSIB* and regulations, *Ontario Human Rights Code*, *Employment Standards Act*, *Municipal Freedom of Information and Protection of Privacy Act*, internal policies and procedures.
- Effective time management, analytical reasoning and problem solving skills
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion
- Demonstrated level of professionalism and confidentiality and strong ethics.

Salary range for 2019 is \$69,166.50 to \$80,886.00 with a 37.5 hour work week and a comprehensive benefit package and requires health and safety meeting from time to time as required outside of normal office hours.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Wednesday February 27, 2019 to:

Tiffany Farrell, CPA, CA
Director of Corporate Services/Acting CAO
farrell@middlesexcentre.on.ca
10227 Ilderton Rd.
Ilderton, ON N0M 2A0

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Under the direction of the Director of Corporate Services this position is responsible for development and implementation of human resources policies, programs and procedures as well as leading activities regarding human resources planning, full-cycle recruitment and selection, on-boarding, training and development, employee relations, policy administration, maintaining employee records, administering employee benefits, pay equity maintenance, and health and safety. The position is also responsible for supporting the Director of Corporate Services in policy research, compliance reporting and auditing with respect to health and safety. This position will work directly with various departments within the municipality to assist with special projects and strategic initiatives. This position involves handling issues of a highly sensitive and confidential nature.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Health and Safety</p> <ul style="list-style-type: none"> • Develop and promote Health and Safety (H&S) awareness and initiatives throughout the Corporation. • Assess compliance with OH&S legislation to promote the well-being of employees in the workplace, manage exposure to risk. Write applicable reports, create and deliver presentations. • Conduct and monitor workplace audits to minimize or alleviate unsafe work conditions and practices to reduce workplace accidents; problem-solve and provide recommendations related to workplace practices/conditions. • Compile and develop tracking system of statistics and data to facilitate the prioritization of mitigation strategies; interpret applicable codes, standards, guidelines and relevant legislation. Communicate information regularly to engage parties (e.g., Management & staff). • Interpret, provide advice and promote legislative compliance including auditing the performance of all departments' adherence to the Occupational Health and Safety Act (OHSA) and Regulations. 	<p>45%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Advise supervisory/management staff of training requirements to ensure legislative compliance and develop, conduct, arrange and track such training. • Develop and maintain H&S training data base; deliver, provide/control access, maintain and monitor on-line training. • Responsible for development, framework and format of H&S policies and procedures and policy recommendations as well as ongoing maintenance. Ensure policies and procedures are reviewed ensuring compliance with legislative requirements including Federal, Provincial and municipal legislation. • Coordinates all of the Joint Health and Safety Committee's activities including but not limited to meetings, training and inspections, providing advice and liaising with various government agencies in resolving issues. • Report regularly to the CAO, JHSC and Senior Management on the status of programs, policies and procedures. • Review for completeness and accuracy of information accident reports, authorize and submit all Workplace Safety and Insurance Board (WSIB) Form 7s, and be the main point of contact for all WSIB and return to work programs. • Investigate, in conjunction with managers/supervisor/JHSC, the causes and effects of workplace accidents to identify and determine effective remedial actions and to ensure remedial action plans are implemented. Responsible for the reporting of incidents corporate wide. • Conduct all critical injury investigations under the OHSA. • Coordination of the annual health and safety training calendar, identify training needs, develop and deliver various training programs, act as liaison to external training provider • Responsible for orientation of new employees in Health & Safety and all other legislated requirements for employees. • Maintain all staff training records for health and safety requirements. Follow up to ensure certifications are renewed in a timely manner. • Provide information to Directors, managers and supervisors regarding health and safety legislation and regulations pertaining to the operations of the Municipality. • Act as the liaison between the Municipality, the Ministry of Labour, the Workplace Safety and Insurance Board and the Public Sector Health & Safety Association respecting occupational health & safety. 	
<p>Human Resources</p> <ul style="list-style-type: none"> • Co-ordinate efforts to ensure compliance with Human Rights regulations in regards to accommodation in the workplace situations. • Responding to management and employee inquiries and concerns as they relate to human resources functions in a diplomatic manner. • Conducting/organizing investigations into sensitive and confidential matters when necessary. • Develop, recommend and following approval, co-ordinate the implementation and administration of Human Resources policies/procedures for the Municipality and update the policy manual as required. 	40%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Co-ordinate the Attendance Management System. • Responsible for employee onboarding • Co-ordinate the entire recruitment process. Including but not limited to ensuring job specifications are up to date, preparing job postings and/or newspaper advertisements, setting interview schedules, participating in the interview, preparing interview packages, completing reference checks, making job offers, interview back-up as required, coordinating testing of candidates, completing all offer letters and documentation. • Provide guidance and support to managers regarding performance management and policy interpretation and ensure all are properly filed. • Provides coaching of municipal employees as requested by the Directors. • Update job descriptions. • Conducts exit interviews for departing staff. • Update organizational charts. • Co-ordinate the Municipality's employee recognition program and long term service awards. • Administers employee benefits including but not limited to extended health and dental, short and long term disability, OMERS and coordination of the Employee Assistance Program. • Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide advice on Human Resource issues to the Chief Administrative Officer, Directors, Managers and Personnel Committee / Council. • Identify and address staff professional development needs. Research, coordinate, track and monitor training programs for all employees including but not exclusive to Health and Safety, WHMIS, AODA and Succession Programs. 	
<p>Maintain Municipal Records</p> <ul style="list-style-type: none"> • Maintains thorough knowledge of the staff processes and a high level understanding of the Corporation's records management system, policies and procedures. • Establish and maintain all employee files ensuring confidentiality is maintained. • Ensure all human resource matters and documentation is handled in accordance with relevant legislation and internal policies. • Assists the Director of Corporate Services with maintaining and managing the Filing system for both electronic and paper records in accordance with the records retention by-law for corporate services. 	10%
<p>Other</p> <ul style="list-style-type: none"> • Provides support in the preparation and administration of municipal contracts, tenders and requests for proposals relating to human resources. • Proofread documents, editing where required. • Implement continuous improvement processes for the corporation to ensure optimal service delivery to our clients and establish new streamline procedures and processes. 	5%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Attend meetings of various government, community and business groups as required. • Assist corporately with special projects and strategic initiatives as required. • Prepare reports/presentations as required for the department or municipality. • Assists with the development of the budget for the department. • As a member of the municipal team, will be responsible for serving the citizens of Middlesex Centre by meeting the taxpayers' needs and expectations, striving to be the best through attitude, training and creativity. Representing the municipality as a strong, integrated organization dedicated to high quality, viable services. • Contributes to departmental goals and objectives and recommend new or improved ways to perform the human resource function. • As required, provides assistance to other corporate services positions and carries out other related duties as assigned. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications (absolutely Cannot do without)

Education (degree/diploma/certifications)

- University education in human resources, occupational health and safety or related discipline, accompanied by a current recognized CHRP designation.
- Strong working knowledge of: Ontario Occupational Health and Safety Act (OHSA), Employment Standards Act, Accessibility for Ontarians with Disabilities Act, Pay Equity, Human Rights Code, NIOSH, WHMIS, CSA standards and Labour Relations Act.
- A CRSP designation is considered an asset.
- WSIB/MOL Certified in Health and Safety

Experience

- A minimum of four (4) years' experience directly related Human Resource management within a Municipal setting. Previous experience in corporate communications would be considered an asset.
- Certified Joint Health and Safety Committee member for municipalities
- Valid G Driver's License.
- A proven track record of high quality work accomplishments.

Knowledge/Skill/Ability

- Excellent communication skills.
- Political astuteness, tactfulness and diplomacy.
- Knowledge of municipal government processes and parliamentary procedures.

- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Ability to work outside regular business hours as required.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Maintain a good relationship, exchange information and represent the best interests of the municipality with employees, the Ministry of Labour, Ontario Municipal Human Resources Association, the Public Sector Health & Safety Association.
- Ability to interpret and apply applicable legislation, including *OHSA* and applicable regulations, standards and codes, *WSIB* and regulations, *Ontario Human Rights Code*, *Employment Standards Act*, *Municipal Freedom of Information and Protection of Privacy Act*, internal policies and procedures.
- Effective time management, analytical reasoning and problem solving skills
- Ability to work in a fast paced team environment and ability to work a flexible schedule when required
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion
- Extensive knowledge of accessibility legislation.



Preferred Qualifications (the Ideal Candidate)

Experience

- Over six (6) years' experience directly related Human Resource within a Municipal setting.
- Experience working with Ceridian Dayforce
- Working knowledge of Keystone Computer Resources.



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Council	Occasional	May attend council meetings as required.
Director of Corporate Services	Constant	For direction and review of projects/work.
CAO	Frequent	To provide updates on projects/work plan and to assist when required.
Senior Leadership Team	Regular	To assist with human resources for each department, or information required.

Corporate Services Staff	Regular	To assist with any human resource and administrative function.
Public	Rare	Inquiries
All departments /employees	Regular	Inquiries

Work Conditions

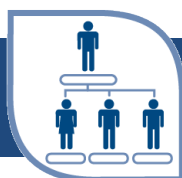
Normal hours of work are 37.5 hours per week, Monday to Friday, with regular extra time required including evening meetings.

Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions, resolves conflict and obtains willing action or consent.



Corporate Values (Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into a place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces change. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification (Where this position fits)

Position Title: Human Resource Coordinator	Division: Corporate Services
Department: Corporate Services	Classification: Non-Union
Branch: N/A	Reports to (Direct): Director of Corporate Services

Position(s) Supervised Directly: n/a	Position(s) Supervised (Indirectly): None
Effective Date: January 23, 2019	Revision Date:
Equivalency Code: N/A	Hours per week: 37.5