

**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Senior Human Resources Advisor	CLASSIFICATION: Non-Union, Full-Time (Contract)
DEPARTMENT: Corporate Services	SALARY LEVEL: \$ 81,044 – 98,898 (2022)
LOCATION: Municipal Centre, 2585 King Road, King City, ON	

JOB PROFILE:

Function:

Reporting to the Manager of Human Resources, the Senior Human Resources Advisor is accountable for providing strategic leadership, guidance, and service delivery to all levels of staff. Accountable for the design, coordination and implementation of recruitment, compensation, and benefits. In addition, this position will be involved in health & wellness, labour relations, salary administration, policy development and pay equity maintenance, and provides assistance to the occupational health and safety program with regards to HR matters.

Reports to:

- Manager of Human Resources

Supervision Responsibilities:

- None

Duties and Responsibilities:

Labour Relations

- Provides support to management during contract negotiations regarding costing for management proposals/union proposals regarding salary increases and benefits changes.
- Maintains a labour relations database and conducts statistical analysis/preparing reports as needed.
- Prepares agenda, minutes and ensures follow-up action items are collaboratively completed to ensure ongoing constructive labour relations.
- Supports the collective bargaining process through research and the preparation of documents/correspondence and assists Manager, Human Resources with negotiations as required.
- Complies with, analyzes and interprets collective agreement requirements.
- Assists in grievance administration, conducts research and collects information in preparation for grievance meetings, mediation and/or arbitration.
- Provides advice, coaching and guidance on the interpretation of HR policies, procedures, compensation and benefits, employment practices, staffing, various legislation and labour law, collective agreements and employee relations issues to staff and management.
- Addresses employee relations issues such as harassment allegations, work complaints or other employee concerns and facilitates conflict resolution and any other remedial actions as required up to and including investigations.
- Provides effective counselling to staff on career advancement, development needs and

learning options.

- Provides support to the HR Manager on disciplinary matters; participates in meetings and prepares discipline letters.
- Coaches and supports managers in the development, implementation and maintenance of strategies and action plans that support employee engagement.
- Coordinates the Employee Engagement survey process, analyzing results and working with the leadership team to develop action plans to support quality improvement initiatives.

Recruitment

- Conducts recruitment for the extended leadership team (ELT) recruitment including job postings, interviewing, conducting reference checks and extending offers of employment.
- Support HR Manager in senior level recruitment, as required
- Ensures appropriate policies/systems are established and complied with for recruitment and selection.

Benefits and Compensation

- Researches compensation trends and conducts comparative analysis of salary information and pay equity compliance plans.
- Liaises with other municipalities for comparative information (salaries, benefits, policies, etc.).
- Responsible for the preparation of statistical reports (benefit usage, attendance management, compensation, etc.) as required.
- Coordinates process for Job Evaluation of new and revised jobs, including providing guidance and assistance with writing job descriptions and all document tracking.
- Provides leadership and guidance in the communication and administration of group benefits, including employee set-up, changes, termination and data integrity.
- Assists with benefit plan annual renewals and marketing plans, identifies opportunities for redesign and cost savings by working with the carrier, makes recommendations to management and develops communications to staff.
- Primary contact with insured benefits carrier and 3rd party administrators for all aspects of the benefits program.
- Responsible for WSIB – Employee Claims (Form 6, 7, 8), follow ups, training and audits. including receiving medical documentation to verify medical leaves.

Health, Safety & Wellness

- Ensures appropriate policies, procedures and training are implemented to establish standards for safe operating procedures and to protect employees from workplace hazards.
- Coordinates Health and Safety training for all staff in compliance with OHS requirements.
- Provides training and Development records to the Human Resources Coordinator to enter database.
- Oversees the management of non-occupational disabilities and employee wellness.
- Member of the Joint Health and Safety Committee.
- Receives H&S Incident Forms and monitors managers' follow-up actions for investigating incidents, determining root cause and actions taken for prevention. Compiles statistical data for incidents, i.e. types of incidents, severity of incidents, managers' follow-up, etc.
- Assists Manager in conducting investigations resulting in Workplace Violence complaints (harassment, bullying and/or physical violence); interviews witnesses, analyzes results along with reports findings.
- Responsible for the internal Health & Wellness portal.
- Administrator of fitness reimbursement program.

- Works with the leadership team to develop and implement strategies to assist employees in maintaining a healthy work/life balance and creates an effective and positive working environment.

Diversity, Equity, and Inclusion

- Provide thought leadership on Diversity, Equity and Inclusion (DEI) and partner with staff and management to develop, implement and continuously improve on the DEI strategy, programs and initiatives.

Accessibility

- Participates in Accessibility Advisory Committee meetings and ensures compliance requirements for the Township in accordance with the AODA. Ensures all legislative requirements are met, including policy development, implementation and training for all staff, Council and volunteers.

Performance Management

- Provides support and training to Staff and People Leaders to facilitate effective Performance Management in coordination of policies and procedures.
- Assist in the design, implementation and maintenance of Performance Development and Recognition Program
- Supports employees with concerns and questions, as required.

Metrics

- Responsible for tracking HR data and analytics in order to compile metrics for the purpose of transparency, accountability and continuous improvement.

Training and Development

- Conducts corporate-wide needs assessment on employee training and development.
- Assists in the development of in-house training, when required, and sources external trainers as appropriate.
- Documents and tracks all training. Responsible for the internal Learning portal.

General

- Liaises with other municipalities for research purposes.
- Assists the Manager of Human Resources with the annual budget.
- Participates on project teams and committees, both in HR and for corporate initiatives.
- Creates and maintains accurate, current, and complete HR filing system and personnel records using standardized filing methods as well as within the Township's EDRMS (Laserfiche).
- Backup for Manager of Human Resources as required.
- Member of the Emergency Operations Centre
- Perform other duties as assigned in accordance with the objectives of the Human Resources Division.

Education/Experience:

- University degree in Human Resources Management or related discipline.
- Post-secondary degree or diploma in business/human resources/health and safety or related discipline is an asset
- Minimum of five (5) years of Human Resources experience in a municipal environment
- Previous experience in a unionized environment.
- Working knowledge of Occupational Health & Safety, programs and processes.
- Significant demonstrated experience in pension and benefits administration role along with a demonstrated grasp of provincial payroll, pension and benefits legislation.
- Excellent interpersonal, communication, organizational, research, presentation, staff/public relations, customer service, and multi-tasking/work prioritization skills.

- Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment; to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files; to foster cooperative/collaborative working relationships, and to maintain diplomacy, integrity and confidentiality at all times.
- Thorough working knowledge of Employment Standards Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Labour Relations Act, Occupational Health and Safety Act, Workplace Safety Insurance Act and other relevant legislation (Common Law requirements for employers).
- Sound knowledge of best practice Human Resources principles and processes.
- Working knowledge of HR Metrics and Analytics.
- Knowledge of “change management” concepts would be an asset.
- Formal education and training in DEI is an asset
- Computer literacy utilizing word processing, spreadsheet, presentation and database software, e-mail and the Internet, thorough knowledge of HRIS and payroll software and Electronic Document Records Management Systems.

Conditions of Employment:

- Class “G” driver’s license in good standing and reliable vehicle to use on corporate business when required.
- Work involves continuous mental and visual concentration with frequent interruptions.
- Long periods of sitting.
- Extensive daily computer use.
- May be exposed to controversial situations.
- Availability to accommodate deadlines and/or peak period workloads that may extend beyond the normal workday as required.
- Demonstrates the Core Values of: Customer Service Excellence, Teamwork and Engagement, Communication and Respect.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date approved: _____

Incumbent: _____

Date Signed: _____