

King is Hiring

Senior Human Resources Advisor

King Township is an idyllic countryside community of communities, proud of its rural, cultural and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Manager of Human Resources, the Senior Human Resources Advisor is responsible for the following:

- 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.
- 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.
- Researches compensation trends and conducts comparative analysis of salary information and pay equity compliance plans.
- Coordinates process for Job Evaluation of new and revised jobs.
- 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.
- Ensures appropriate policies, procedures and training are implemented to establish standards for safe operating procedures and to protect employees from workplace hazards.
- Participates in Accessibility Advisory Committee meetings and ensures compliance requirements for the Township in accordance with the AODA.
- Backup for Manager of Human Resources as required.
- Perform other duties as assigned in accordance with the objectives of the Human Resources Division.

The successful applicant will possess:

- University degree in Human Resources Management or related discipline and a 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.
- 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
- 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).
- 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.

Salary Range: \$81,044 – \$98,898 (2022 Rate)

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **4:30PM on January 25, 2022** to:

Human Resources
2585 King Road, King City, Ontario, L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job posting.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.