



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Human Resources Coordinator	CLASSIFICATION: Non-Union, Full-Time Permanent
DEPARTMENT: Corporate Services	SALARY LEVEL: \$70, 343 - \$85, 813 (2022 rate)
LOCATION: Municipal Centre, 2585 King Road, King City, ON	

JOB PROFILE:

Function:

Reporting to the Manager of Human Resources, this position provides a variety of essential support within the Township of King's Human Resource Division. This position conducts and coordinates recruitment and works with management to facilitate the full-cycle recruitment process for hiring and onboarding talent and supports the recruitment of senior positions as required. Conducts orientation, coordinates training, participates on committees, and provides support in Human Resource areas of health and safety, payroll administration, and as directed. Other duties involve maintaining accurate, up to date Human Resources filing systems and personnel records; creating, updating, and maintaining HR forms/policies/procedures; ensuring file/information security on confidential matters; participating on project teams as assigned; and other HR functions. Develops positive working relationships with all levels of staff.

Reports to:

- Manager of Human Resources

Supervision Responsibilities:

- None.

Duties and Responsibilities:

Recruitment

- Conducts recruitment and coordinates the selection process for non-leader staff and provides assessments/recommendations. Including preparing job postings and job ads, reviewing all candidate resumes, coordinating, scheduling, and conducting interviews, conducting reference checks, preparing offer letters and extending offers, onboarding and documentation for new hires, and maintain recruitment activity tracking.
- Supports the Manager and may participate in the recruitment process for senior level recruitment.
- Responsible for all internal and external job postings for all levels of staff.
- Reviews job qualifications to ensure the internal and external recruitment

advertisements and hiring procedures remain consistent with the Township policies, Collective Agreements, and employment related legislation.

- Selects candidate in conjunction with the hiring manager.
- Provides feedback to candidates when required.
- Ensures reference checks are completed and satisfactory.
- Completes onboarding with all new employees, provides new hire onboarding and training plans through our training system and ensures documentation is received within the established timelines.

Training

- Assists with the coordination of staff training sessions both online and in classroom.
- Delivers health and safety and orientation training to seasonal staff as required.
- Administers the learning management system to support the Township's training and competency needs.
- Responsible for compiling and maintaining stock of orientation materials, policy manuals and booklets.
- Utilize and maintains the learning management system to support Human Resources with onboarding of new hires and other initiatives.

Committees

- Human Resources representative on the Communications Committee and Accessibility Advisory Committee.
- Member of the Social Committee as Human Resources representative.
- Attends Joint Health & Safety Committee meetings as a member.

Administration

- Provides general administrative support to the HR Division including preparing correspondence, processing confidential reports and documents, ordering supplies for the Division, arranging meetings, and taking minutes as needed.
- Provides support with maintaining accurate and up-to-date job descriptions for the Corporation as needed.
- Maintains and updates content and material on the intranet and external web pages relating to the HR Division.
- Assists with special projects, HR initiatives and planning as required.
- Assists with research and data collection on various HR trends and topics.
- Supports HR Manager with confidential matters.
- Assists with the annual service recognition ceremony and the planning and organizing of the holiday luncheon.
- Reviews and revises internal Human Resources forms as required.
- Assists in developing, updating, and formatting dashboards and other data share methods.
- Assists with the maintenance of the HR files and database.
- Records all new employees on monthly Report on Hiring to STATS Canada.
- Organizes Take Your Kid to Work Day in conjunction with the Learning Partnership.
- Liaises with other municipalities for research purposes.

- Assists with regular research to ensure the organization's compliance with applicable employment-related legislation.
- Creates and maintains accurate, current, and complete HR filing system and personnel records using standardized filing methods.
- Assists with the development and administration of policies, guidelines to ensure workforce alignment with the Township's strategic goals.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines, and the *Occupational Health & Safety Act*.
- Performs other duties as assigned in accordance with the objectives of the Human Resources Division.

Education/Experience:

- Post-secondary certificate in Human Resources Management or equivalent.
- Three (3) or more years' experience in a Human Resources support role.
- CHRP or working towards designation would be an asset.
- Proficient in Microsoft Office, primarily Word, Excel, Publisher, PowerPoint, and Outlook. Experience with Human Resources intranet and learning management systems will be considered an asset.
- Ability to handle multiple demands and determine priority of action.
- Demonstrates the Core Values of: Customer Service Excellence, Teamwork and Engagement, Communication and Respect.
- Ability to handle sensitive situations with mature judgement.
- A thorough understanding of current employment legislation, i.e., *Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act*.
- Minimum of two (2) years experience in a Municipal Human Resources environment.

Conditions of Employment:

- Work is predominately performed in an office setting.
- Valid class G driver's license with access to a reliable vehicle.
- May be required to perform work outside of traditional office hours.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date approved: _____

Incumbent: _____

Date Signed: _____