

Invites applications for the position of

## **Human Resources Coordinator** **16-month maternity leave**

The Town of Ingersoll is seeking a Human Resources Coordinator on a fixed term 16 month contract. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at [www.ingersoll.ca](http://www.ingersoll.ca).

### **Position Overview**

Reporting to the Chief Administrative Officer the Human Resources Coordinator is responsible for administering the HR function for the Town of Ingersoll and will support all divisions by providing guidance and support to the management team on related issues and initiatives including recruitment and selection, occupational health and safety, performance management, orientation and training, etc. The HR Coordinator is expected to leverage their knowledge and generalist experience to achieve organizational effectiveness and legislative compliance and will recommend, develop and implement policy, procedures and programs, establish HR metrics and benchmarking and introduce best practices. In addition to remaining current with all applicable laws and regulations, this role requires the individual to adhere to and enforce all established policies and procedures of the Town. The Human Resources Coordinator will have excellent communication skills and will work to maintain positive relationships between the management team and employees.

The position is anticipated to begin in June 2024 with 2-3 months focus on Health & Safety and supporting both the Town of Ingersoll and Zorra Township in their Health & Safety policies, procedures, and practices. During this time, you would also be working alongside the current Human Resources for the Town of Ingersoll. Following this assignment, the incumbent will solely be responsible for the Town of Ingersoll on the following assignments and tasks:

- Provide ongoing human resources support and guidance to the management team as requested. Areas of support may include, but not be limited to recruitment and selection, performance management, progressive discipline, human rights and accommodation, terminations, compensation, health and safety, reorganization, change management, succession planning, etc.
- As requested, attend disciplinary, return to work and related meetings, aiding in the creation of supporting documentation and records
- Ensure the management team is provided adequate coaching and support on all matters of a sensitive and/or complex nature and that issues are addressed and resolved in accordance with Town of Ingersoll policies and procedures and in compliance with relevant legislation.
- Manage the Town's online training platform; assigning new hire, volunteers and committee members, refresher and performance improvement training as requested; ensuring the timely completion of assigned modules and ensuring that all training is completed before first shift.
- Assist department managers with the interpretation and administration of policies, programs, and best practices.
- Ensure the Town remains compliant with all relevant legislation; enacting policies and procedures to bring the operations and practices in line with requirements.
- Submit monthly HR activity reports for inclusion in the minutes of regular meetings of Council.

- Work with department heads and the management team to develop or revise Town wide and division-specific policies and programs as requested.
- Attend and participate in grievance meetings, workplace investigations, arbitration, human rights mediation, etc. as requested.
- Maintain strict confidentiality in the performance of duties and with respect to confidential and/or sensitive information.

## **Qualifications**

Our ideal candidate is someone who considers themselves to be a well-developed HR Generalist, with experience in many facets of HR, someone who thrives in a fast-paced environment and is capable of effectively managing multiple project deliverables and requests for assistance. Applicants should also possess:

- A Human Resources degree or diploma coupled with a CHRL designation or working towards its achievement.
- A minimum of three years of progressive HR experience, preferably obtained in a public sector/municipal environment.
- Strong relationship management skills to effectively partner with the Town's management team in the adoption and delivery of HR practices across all divisions.
- Well-developed knowledge of all relevant Acts and Regulations to appropriately respond to inquiries and needs.
- A demonstrated ability to maintain positive working relationships and to work collaboratively and effectively with a broad spectrum of individuals within the service unit and across the organization.
- The ability to exercise discretion and judgement when handling confidential/sensitive information.
- Prior union experience is considered an asset.

## **Benefits**

We offer a competitive salary range of \$78, 605 – 91, 957 yearly (based on 35 hours/week).

There is the option to work a 4-day work week.

There are no extended health benefits included in this position. The incumbent would be eligible to participate in OMERS, the Employee Assistance Program, paid time off including vacation and sick time, and so much more!

## **Application Instructions**

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Monique Donmoyer no later than **May 20, 2024**.

**Monique Donmoyer**

**HR Manager**

**Town of Ingersoll**

**130 Oxford Street, 2<sup>nd</sup> Floor**

**Ingersoll, Ontario N5C 2V5**

[monique.donmoyer@ingersoll.ca](mailto:monique.donmoyer@ingersoll.ca)

***The Town of Ingersoll is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process.***

***While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.***