



The Corporation of the Town of Lakeshore
has a temporary placement opportunity (from June 24th to August 9th) for a
Human Resources Generalist/Health & Safety Specialist

Reporting to the Manager of Human Resources, the Human Resources Generalist/ Health & Safety Specialist is responsible for maintaining employee files, benefit and pension administration, student lottery administration, recruiting for part time and recreation positions, health and safety program administration and other human resources matters.

Qualifications, Knowledge and Experience:

- Degree or diploma in Business, Human Resources, Social Science or related field or equivalent combination of education and experience
- Minimum 3 years of experience in human resources or health & safety
- CHRP (Certified Human Resources Professional) designation or CRSP (Canadian Registered Safety Professional) an asset
- Willingness and ability to continue education and training courses as may be necessary to the position
- An excellent understanding of health benefits plans
- Excellent customer service
- Knowledge of municipal by-laws, policies, and government administration an asset
- Proficiency in Microsoft Word, Excel, PowerPoint and Visio3.
- Ability to work independently and be self-motivated.

Major Responsibilities:

- Assisting in maintaining employee records
- Administer employee benefits, including preparation and/or review of monthly benefit invoices
- Administer OMERS
- Coordinates student lottery program and other recruitment for part time and recreational staffing
- Assist in the development of Human Resources policies and procedures
- Provide assistance for negotiations
- Prepare advertisements for new employees
- Coordinate orientation of new employees including all part-time employees
- Implement, co-ordinate and maintain health and safety program
- Chair the Joint Health & Safety Committee(s) meetings
- Maintain MSDS inventory system
- Assist the Manager of Human Resources in claims management and return to work administration
- Provide research for Human Resources issues
- Ensure confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act
- Organize and conducts employee information meetings on human resources issues such as health and safety policy, benefits and compensation, employee assistance and wellness programs, etc.
- Assist in maintaining a work environment that promotes staff participation, teamwork and positive contributions from all departmental staff
- Participate in committees as required

- Other duties as assigned

Decision Making and Judgement:

- Work is performed under the general direction of the Manager of Human Resources.
- Must be familiar with municipal policies, procedures, by-laws and regulations affecting the municipality.
- A team player that is supportive of colleagues and embraces a collaborative approach to problem solving
- Proficient time management skills and flexibility in adjusting between a variety of duties
- Ability to meet deadlines and work under minimal supervision
- Strong interpersonal, communication, analytical, problem-solving, reading, oral and written communication, planning, time management and organizational skills including presentation skills

Interpersonal Skills:

Interpersonal skills to liaise with management, fellow employees and the public in a friendly and co-operative manner. Must be a team player.

Internal - With all levels of management and staff

External - With neighbouring Human Resources Offices and with various government agencies (ie: benefit providers, brokers)

Working Conditions:

- Works within an office environment 35 hours per week from 8:30 am to 4:30 pm, Monday to Friday. Work is subject to deadlines and may be required to work overtime to handle workload.
- May be subject to adverse behaviour when communicating with the general public or others.
- Some travel may be required.

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than noon on Monday, May 27, 2019 clearly indicating HR Generalist/Health & Safety Specialist in the subject line. The salary is \$38.90/hr (2019 rates). There will be no pension and no benefits for this temporary placement.

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.