

OPPORTUNITY

(External - Main)

DATE OF POSTING: Monday, May 14, 2018

POSITION: Human Resources Coordinator

POSTING NUMBER: 2018-24

AVAILABLE: Immediately

LOCATION: 80 Chatham Street

EDUCATION AND EXPERIENCE REQUIRED:

- Certificate in Human Resources from a community college/university.
- Certified Payroll Management Program certificate
- Health and Safety Certification Program Part 1 and 2
- Experience in administration of a Collective Agreement.
- Five years progressive experience in an HR capacity.

RESPONSIBLE TO: Director of Administration and Quality Assurance

MAJOR RESPONSIBILITIES

Recruitment and Selection

Employee/Labour Relations

- Develop and maintain liaison with Unit Managers and Directors regarding Human Resource issues.
- Develop and maintain liaison with Union representatives; attend Union/Management meetings.

Performance Management

 Coordinate all staff performance evaluations for probationary, annual, and contract reviews.

Compliance with Legislation

- Inform management and staff of applicable legislation, e.g., Employment Standards, Pay Equity, Health & Safety, etc.
- Provide training for management staff regarding legislative changes.

Health & Wellness

- Provide leadership with respect to the Health & Wellness committee
- Implement and deliver initiatives that bring awareness to all aspects of employee health

Health & Safety

- Provide leadership with respect to Health & Safety legislation and regulation.
- Ensure compliance with Health & Safety Act, e.g., develop Health & Safety programs, training plans, certification, etc.

Compensation/Benefits Administration

- Prepare payroll in a timely manner.
- Administer agency group benefit plans, including pension plan.
- Record and track lieu time, sick days, and vacation days.
- Prepare cost analysis and estimates as required.
- Maintain salary grids for both union and non-union positions.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of all payroll functions.
- Working knowledge of Employment Standards Act and other Human Resources pertinent legislation.
- Demonstrated computer skills, e.g., Microsoft Office, SAGE 300 Payroll, etc.
- Good interpersonal skills, organization ability, and written and verbal communication skills.
- Demonstrated effective time management and problem solving abilities

SALARY RANGE: \$56,199 to \$68,682

We accommodate the needs of people with disabilities and promote diversity within the organization.

APPLICATION: Applications in writing, with resume and references

will be accepted electronically at:

Human Resource Department

Brant Family and Children's Services 70 Chatham Street, P.O. Box 774

Brantford, ON N3T 5R7

Email: employment@brantfacs.ca

CLOSING DATE: Friday, May 25, 2018 @ 4:30pm