

POSITION TITLE:	Human Resources Consultant	POS. NO:	187
DEPARTMENT & DIVISION:	Human Resources	EFFECTIVE DATE:	March 5, 2025
REVIEWED OR AMENDED DATE:		APPROVED BY:	Senior Manager of Human Resources

POSITION FUNCTION
<p>Reporting to the Senior Manager of Human Resources, the Human Resources Advisor is responsible for delivering comprehensive HR services for the Township. This role provides hands-on support across key HR functions and is a generalist role, including recruitment, job evaluation, organizational development, and labour relations. The HR Advisor also contributes to the planning and execution of HR projects and initiatives.</p>
KEY DUTIES
<ul style="list-style-type: none"> • As a primary HR point of contact, acts as a trusted HR resource for managers, supervisors, and employees by providing confidential, accurate guidance on HR policies, processes, employment legislation, and collective agreement interpretations, ensuring consistency and compliance across the organization. • Provide departmental support on complex employee and human resources matters. • Provide interpretation and application advice and guidance to organizational leaders on employment legislation governing the workplace, applicable collective agreements, and employer policy. • Leads hiring managers with full-cycle recruitment, including job development, screening, interviews, and offer negotiations. Partners with hiring managers to align recruitment strategies with organizational needs and legislative requirements. • Provides guidance and support in all aspects of labour relations matters including conducting investigations, performance management, grievance handling (step 1 to 3), arbitrations and union relations. • Fosters strong working relationships and maintains open communication to support employee and management engagement and a positive workplace culture. • Contributes to the development and delivery of employee training programs and tools to support learning, performance, and career growth. • Participates and leads the job evaluation processes and ensure job descriptions and compensation practices are fair, accurate, and aligned with internal and collective agreement standards. • Undertakes research and analyzes information to support development and refinement of Township-wide HR programs, HR policies, processes and HR guidelines. • Works closely with the Occupational Health and Safety Manager and respective supervisors or managers in matters relating to medical/injury leaves, return to work, accommodation and attendance management.

- Works closely with HR Coordinator in the development of HR policy, correspondence and other documentation.
- Stays current and monitors changes in HR legislation, trends, and best practices to support policy updates and continuous improvement initiatives.
- Leads projects including full cycle implementation from scope, planning, delivery and sustainment.
- Collaborates with HR team members and other departments on special projects and initiatives that support organizational goals and HR service excellence.
- Participates and provides support during collective bargaining.
- Provides a high level of strategic HR planning, guidance and client support.

INDEPENDENCE

- Liaises with other departments and outside agencies as required.
- Works on project-based tasks with minimal supervision.

WORKING CONDITIONS

- **Physical effort:** Sit with arms unsupported for short periods; dexterity for typing, filing and answering phones; stand for short periods. (frequent)
- **Mental effort:** Interruptions from telephone. Conduct yourself tactfully and courteously when handling complaints and negative comments. (periodic)
- **Visual/auditory effort:** Respond to telephone calls; focus on computer. (frequent)
- **Work environment:** Office
Some evening work is required.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

- Strong knowledge of human resources principles, practices, and their practical application within an organizational setting.
- Solid understanding of employment legislation and collective agreements, with the ability to interpret and apply them effectively.
- Proven ability to build and maintain positive, collaborative working relationships across all levels of the organization.
- Excellent written and verbal communication skills, with the ability to convey information clearly and professionally.

- Committed to delivering high-quality service and political acumen to both internal and external stakeholders.
- Demonstrates a high level of discretion, integrity, and confidentiality in handling sensitive information.
- Exceptional organizational, planning, and administrative skills, with the ability to manage multiple priorities.
- Proficient in a range of computer applications and HR systems, with strong technical and digital literacy.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

- An undergraduate degree in a related field of study.
- CPHR designation preferred.
- Equivalent combination of education and experience may be considered.

Experience:

- Minimum of three to five years' experience delivering human resources services preferably in a unionized, public-sector environment.

OTHER