



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

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| <b>JOB TITLE:</b> Human Resources Associate -<br>Generalist & Organizational Development | <b>CLASSIFICATION:</b> Non-Union, Full-Time          |
| <b>DEPARTMENT:</b> Corporate Services  | <b>SALARY LEVEL:</b> \$111,711 – 135,917 (2024 Rate) |
| <b>LOCATION:</b> Municipal Centre, 2585 King Road, King City, ON                         |  |

### **JOB PROFILE:**

#### **Function:**

Reporting to the Manager of Human Resources, the HR Associate – Generalist & Organizational Development provides day to day support, leadership, guidance, and service delivery to all levels of staff. Accountable for the design, coordination and implementation of recruitment. In addition, this position will be involved in labour relations, salary administration, policy development, and pay equity maintenance.

Responsible for providing strategic leadership on critical strategy and service delivery in the areas of cultural transformation, organizational development and design, leadership and leadership development, competencies, and learning/development at individual, team, leadership and organizational levels.

Responsible for overseeing the processes, tools, and partnerships for talent acquisition and ensuring that recruiting services meet the culture and needs of business, candidates and the Township of King. Establishes key metrics and performance indicators and works with departments and Human Resources Coordinator to measure and achieve effective and efficient results.

#### **Reports to:**

- Manager of Human Resources

#### **Supervision Responsibilities:**

- Human Resources Coordinator
- In the absence of the Human Resources Manager, all divisional staff will report to this position.

#### **Duties and Responsibilities:**

##### **Labour Relations**

- Researches and provides recommendations to management during contract negotiations on costing for management proposals/union proposals regarding salary increases and benefits changes.
- Maintains a labour relations database and conducts statistical analysis/preparing reports as needed.
- Prepares agenda, minutes and ensures follow-up action items are collaboratively completed to ensure ongoing constructive labour relations.
- Supports the collective bargaining process through research and the preparation of documents/correspondence and assists Manager, of Human Resources with negotiations as required.
- Complies with, analyzes and interprets collective agreement requirements.

- Assists in grievance administration, conducts research and collects information in preparation for grievance meetings, mediation and/or arbitration.
- Provides advice, coaching and guidance on the interpretation of HR policies, procedures, employment practices, staffing, various legislation and labour law, collective agreements and employee relations issues to staff and management.
- Assists and supports employee relations issues such as harassment allegations, work complaints or other employee concerns. Assists Manager with conflict resolution and any other remedial actions as required up to and including investigations and makes recommendations.
- Provides effective counselling to staff on career advancement, development needs and learning options.
- Provides support to the HR Manager on disciplinary matters; participates in meetings and prepares discipline letters.
- Coaches and supports managers in the development, implementation and maintenance of strategies and action plans that support employee engagement.
- Coordinates the Employee Engagement survey process, analyzing results and working with the leadership team to develop action plans to support quality improvement initiatives.
- Supports the Joint Job Evaluation Committee, assists with preparation of agendas and meetings and coordinates job description documents for meetings.

### **Recruitment**

- Responsible for overseeing the recruitment processes, tools, partnerships for talent acquisition.
- Responsible for providing direction and guidance to the Human Resources Coordinator.
- Ensures recruiting services meet the culture and needs of the business, candidates and the Township of King, establishes key metrics and performance indicators and works with departments and the Human Resources Coordinator to measure and achieve effective and efficient results.
- Assist in the recruitment for the extended leadership team (ELT) including job postings, interviewing, conducting reference checks and extending offers of employment.
- Supports HR Manager in senior level recruitment, as required.
- Ensures appropriate policies/systems are established and complied with for recruitment and selection.

### **Diversity, Equity, and Inclusion**

- Provide thought leadership on Diversity, Equity, and Inclusion (DEI) and partner with staff and management to develop, implement and continuously improve the DEI strategy, programs, and initiatives.
- Work with management to obtain sponsorship with the DEI initiatives.
- Participates on the York Region Municipal Diversity and Inclusion Group (MDIG). Attend meetings, represent Township of King, participate with the collective actions, the living Inclusive Language Guide, initiatives.

### **Accessibility**

- Provides support for compliance requirements for the Township in accordance with the AODA. Ensures all legislative requirements are met, including policy development, implementation and training for all staff, Council and volunteers.

### **Performance Management**

- Provides support and training to staff and leaders to facilitate effective Performance Management in coordination of policies and procedures.
- Assist in the design, implementation and maintenance of Performance Development and Recognition Program

## **Metrics**

- Responsible for tracking HR data and analytics in order to compile metrics for the purpose of transparency, accountability and continuous improvement.

## **Training and Development**

- Conducts corporate-wide needs assessment on employee training and development.
- Assists in the development and design of in-house training, when required, and sources external trainers as appropriate.
- Documents and tracks all training.
- Responsible for the internal Learning portal.
- Coordinates, develops and executes learning strategies, designs and delivers training programs, assesses development needs, and tracks learning effectiveness.
- Collaborates with employees and managers to support career development.
- Maintain budget and relationships with vendors and consultants.

## **General**

- Coordinates process for Job Evaluation of new and revised jobs, including providing guidance and assistance with writing job descriptions and all document tracking.
- Assists Manager in conducting investigations resulting in Workplace Violence complaints (harassment, bullying and/or physical violence); interview witnesses, analyzes results along with reports findings.
- Works with the leadership team to develop and implement strategies to assist employees in maintaining a healthy work/life balance and creates an effective and positive working environment.
- Conducts exit interviews for staff who have resigned and/or retired. Tracks statistics accordingly and reports on same.
- Liaises with other municipalities for research purposes.
- Assists the Manager of Human Resources with the annual budget.
- Participates on project teams and committees, both in HR and for corporate initiatives.
- Creates and maintains accurate, current, and complete HR filing system and personnel records using standardized filing methods as well as within the Township's EDRMS (Laserfiche).
- Backup for Manager of Human Resources as required.
- Member of the Emergency Operations Centre.
- Perform other duties as assigned in accordance with the objectives of the Human Resources Division.

## **Education/Experience:**

- University degree in Human Resources Management or related discipline.
- Diploma certificate or equivalent in Adult Learning an asset.
- Minimum of five (5) years of Human Resources experience in a municipal environment
- Experience at a supervisory level.
- Previous experience in a unionized environment.
- Working knowledge of Occupational Health & Safety, programs and processes.
- Experience with instructional design and facilitation.
- Excellent interpersonal, communication, organizational, research, presentation, staff/public relations, customer service, and multi-tasking/work prioritization skills.
- Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment; to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files; to foster cooperative/collaborative working relationships, and to maintain diplomacy, integrity and confidentiality at all times.
- Thorough working knowledge of Employment Standards Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Labour Relations Act,

Occupational Health and Safety Act, Workplace Safety Insurance Act and other relevant legislation (Common Law requirements for employers).

- Sound knowledge of best practice Human Resources principles and processes.
- Working knowledge of HR Metrics and Analytics.
- Knowledge of “change management” concepts would be an asset.
- Formal education and training in DEI is an asset.
- Computer literacy utilizing word processing, spreadsheet, presentation and database software, e-mail and the Internet, thorough knowledge of HRIS and payroll software and electronic document records management systems.

**Conditions of Employment:**

- Class “G” driver’s license in good standing and reliable vehicle to use on corporate business when required.
- Work involves continuous mental and visual concentration with frequent interruptions.
- Long periods of sitting.
- Extensive daily computer use.
- May be exposed to controversial situations.
- Availability to accommodate deadlines and/or peak period workloads that may extend beyond the normal workday as required.
- Demonstrates the Core Values of: Collaborative, Committed and Creative; making life better for everyone in King.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_