



## **POSITION DESCRIPTION-Human Resources/Office Coordinator**

### **POSITION SUMMARY:**

Reporting to the Director of Finance, the Human Resources (HR)/Office Coordinator is responsible for the development and administration of policies, procedures and programs including recruitment, monitoring performance management, collective agreement administration, employee relations training, and development and organization development. The HR/Office Coordinator is also responsible for providing administrative assistance and support to the President & CEO and the Board of Directors.

### **ORGANIZATIONAL RELATIONSHIP:**

- Reporting to Director of Finance and supporting President & CEO and Board of Directors.
- Liaise with department heads in an administrative capacity with matters pertaining to human resource issues and business/corporation processes.
- Liaise with other utility professionals, legal counsel, regulatory boards and other professionals and service providers.

### **DUTIES AND RESPONSIBILITIES**

- Develop, implement and maintain legally compliant policies and procedures related to all areas of Human Resources and Health and Safety.
- Maintain corporate confidential personnel files, records, employee performance review timelines and completion, and training records.
- Maintain office services by organizing office operations and processes.
- Assist in preparation of data and analysis in support of the Annual Budget, and strategic/business planning functions.
- Coordinate union negotiations and collective agreement administration.
- Coordinate the hiring process and onboarding for new hires.
- Ensure employees are trained according to relevant policies and procedures.
- Help to resolve conflicts and help facilitate positive staff relations and a healthy/productive workplace culture.
- Work with Finance regarding all human resource issues that relate to payroll, WSIB claims, and benefits administration.
- Perform confidential administrative duties for the President & CEO, the Board, and management staff when confidentiality is of utmost importance including preparing and consolidating information, correspondence, reports.
- Attend Board meetings to record minutes.
- Coordinate and arrange staff functions, company events, and external meetings.
- Create new initiatives to promote inclusivity and diversity.
- Other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Post-secondary education or university degree in Human Resources or knowledge of HR concepts, policies and practices acquired through formal academic training and/or relevant years (minimum 5 years) in an HR generalist capacity.
- Strong knowledge of relevant provincial and federal legislation, acts and regulations including Occupational Health and Safety Act, Employments Standard Act, the Ontario Human Rights Code, Workplace Safety and Insurance Act, and Accessibility for Ontarians with Disability Act.
- Certified Human Resources Professional (CHRP)/Certified Human Resources Leader (CHRL) designation preferred or willingness to obtain.
- Strong written and verbal communication skills with the ability to communicate in a calm professional manner.
- Excellent administrative, interpersonal, organizational, time management, and employee relations skills.
- Ability to work as a team member, as well as ability to work independently with minimum supervision.
- Demonstrated knowledge of collective agreement administration.
- Demonstrated knowledge of employment trends and issues, including diversity and equity.
- High degree of proficiency with computer applications – Microsoft office products including Excel, Word, Power Point, Teams, and Outlook.

## **WORKING CONDITIONS:**

- Normal working hours are 37.5 hours per week based on Monday to Friday 8:00 am to 4:30 pm.
- Location of position is Grimsby Power Inc., 231 Roberts Rd., Grimsby.
- Ability to work additional hours as assigned.