

**TOWNSHIP OF NORTH HURON
POSITION PROFILE**

Position Title **HUMAN RESOURCES/HEALTH AND SAFETY COORDINATOR**
Department **OFFICE OF THE CAO**
Report to Title **CAO**

Created: April 2022

Pay Range:	Band 7
Position Status:	Full-Time
Pay Method:	Hourly
Normal Work Week:	37.5 hours
Hours over 37.5 to 40.0 hours in a week:	Time off in lieu on a one-to-one basis
Overtime greater than 40.0 hours in a week:	Paid at time & half
Location:	North Huron Municipal Office

A – POSITION DESCRIPTION

1. Scope of Position

The Human Resources/Health and Safety Coordinator is responsible for providing technical expertise and administrative support for human resources and health and safety functions. The Human Resources/Health and Safety Coordinator is also responsible for assisting with the implementation and maintenance of all corporate human resources, and health and safety policies, assisting with long-range human resources strategic initiatives, championing the corporate mission, vision, values as well as ensuring compliance with provincial requirements and Township standards.

2. Key Responsibilities

Human Resources

- a. Identify and track best practices and trends/advances in the areas of recruitment/employment orientation, training and development, compensation and benefits, performance management, employee assistance, employee relations, and health and safety practices. Establish and provide suggestions of best practices and consistency across the organization to the CAO.
- b. Perform and complete an objective full cycle recruitment and selection process including but limited to, assisting with creating and/or updating job descriptions, create and post job advertisements, notify all staff of posted vacancies, assist in developing job specific interview questions, schedule interviews, prepare written offers of employment, conduct onboarding and new hire orientation processes for each department.

- c. Assist with implementation and maintenance of the Township's human resources policies and procedures. This will include documentation and personalized letters to each staff affected by the new policy.
- d. Assist the Deputy Treasurer/Payroll Clerk with maintaining benefits and pension plans.
- e. Support and provide technical advice to management in handling human resources related situations.
- f. Support management on return-to-work matters (STD, LTD, WSIB) and assist with resolving related issues.
- g. Responsible for effective claim management: receive, review and submit the required WSIB and Short Term Disability claim forms for work related issues. Support management with return to work programs.
- h. Work in conjunction with management to ensure all training requirements including legislative training requirements are identified, met and tracked for all employees. This includes implementing an acknowledgement sign off, collection and tracking of attendance at all training sessions.
- i. Maintain staff personnel files; hiring documentation including contracts, vacation requests, leaves of absence, sickness, wage increases, layoffs, recalls, discipline, retirements and terminations, etc.
- j. Develop and implement a system to track grid movements, changes in positions and monitoring probationary periods.
- k. Support delivery of the performance management and improvement systems.
- l. Support management with the enforcement and consistent interpretation of the Township's human resources policies.
- m. Create human resources reporting analytics as requested by the CAO.
- n. Assist/prepare applications for government assistance programs.
- o. Other administrative duties including but not limited to filing, setting up meetings, reconciling invoices, setting up events, and sending out announcements/acknowledgements with the approval of the CAO.
- p. Work with management to ensure employee performance appraisals are completed as per HR Policy manual.

Health and Safety Management System

- q. Overall responsibility for the maintenance of the Township's Health and Safety Management System.
- r. Ensures processes are in place to achieve 100% compliance with provincial and Township standards and maintains zero tolerance for non-compliance
- s. Ensures non-compliance matters are addressed in the most expedient manner possible
- t. Recommends and directs health and safety programs, education and training, and maintains records in accordance with provincial requirements and Township standards.
- u. Ensures staff are knowledgeable of and in compliance with, the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.
- v. Provides advice on employee relation issues regarding disability management and workplace health and safety
- w. Coordinates the activities for the Joint Health and Safety Committee
- x. Proactively identifies and addresses the Township's health and safety needs through awareness and compliance
- y. Conducts on-site investigation of accidents and incidents involving fire, hazardous materials, unsafe situations, and/or non-compliance issues
- z. Prepares reports and makes recommendations for procedural changes as necessary
- aa. Keeps up-to-date on legislative and regulation changes
- bb. Develops and maintains detailed records of locations and inspections of potentially hazardous areas
- cc. Undertake special projects and perform other duties as may be assigned in accordance with corporate objectives.

3. Key Relationships

Internal

CAO/Deputy Clerk

Senior Management Team

Council

Municipal Staff

Joint Health and Safety Committee

External

Claims Management

Human Resources businesses and companies

Health and Safety businesses and companies

Provincial Staff

Other municipalities

4. Decision Making Authority

The Human Resources/Health and Safety Coordinator will operate independently but with supervision by the CAO. The Human Resources/Health and Safety Coordinator will make many decisions on their own within the framework of North Huron's Human Resources and Health and Safety Policies and other policies and procedures as determined by by-laws of the Township and the direction of Council. Some decisions will require the approval of the CAO, Senior Management Team and/or Council.

5. Problem Solving Responsibility

The Human Resources/Health and Safety Coordinator is required to solve many varying problems. Often problems must be solved and recommendations made quickly. The Human Resources/Health and Safety Coordinator may turn to the CAO for recommendations or advice when problems arise that are beyond the scope of their position.

B – POSITION SPECIFICATIONS

1. Formal Education and Training

College Diploma in business administration, human resources or related discipline is required; CHRP and/or CHRL designation is preferred. Payroll knowledge and health and safety certification is an asset.

2. Work Experience.

Minimum two (2) years' experience in a similar human resources/health and safety position.

Experience working in a municipal environment is an asset.

3. Knowledge

- Thorough knowledge of human resources principles and practices, employment legislation and health and safety principles and practices including appropriate legislation/regulations.

4. Other Key Skills and Competencies

- Strong communication (written, oral and interpersonal), analytical, problem-solving, and organizational skills.
- Advanced knowledge of Microsoft Office products.
- Ability to demonstrate tact and discretion in handling matters of confidential matter.

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Human Resources/Health and Safety Coordinator is responsible to the CAO for the Human Resources and Health and Safety functions of the Township.

The Coordinator will work independently but with supervision from the CAO.

2. Supervisory Responsibility

None.

D – WORKING CONDITIONS

1. Physical Effort and Environment

The normal physical working environment is comfortable, indoors in an office or meeting space with exposure to public criticism. Physical demands require extensive computer work, concentration and sitting.

2. Mental Effort

The mental strain resulting from the work of the Human Resources/Health and Safety Coordinator ranges from moderate to considerable dependent on the number of projects. Work involves many competing deadlines and potential for frequent interruptions. Concentration is required to complete tasks. Accuracy and attention to detail is essential in success.