

## **Township of South Frontenac Job Description**

**Title:** Human Resources Advisor

**Department:** Human Resources

**Reports to:** Human Resources Manager

### **Summary:**

The Human Resources Advisor will provide advice and support to the management team in all functional areas of human resources, in collaboration with the Human Resources Manager. The Human Resources Advisor is responsible for providing human resources services and activities including talent acquisition, onboarding and retention, performance management, health and safety, organizational development, HR policy and procedure development and application, collective agreement application, compensation and benefits, equity, diversity and inclusion, leave management and employee and labour relations.

### **Duties & Responsibilities:**

- Functions as the first point of contact for the Human Resources department, responding to inquiries and forwarding as appropriate
- Consults and provides expertise, advice and guidance to management team members in human resource management matters
- Supports the development, implementation and maintenance of Human Resources policies, procedures and guidelines
- Supports the job evaluation / pay equity maintenance processes for unionized and non-union groups
- Carries out established HR initiatives including talent management, workforce planning, talent acquisition, employee recognition and engagement, professional development and training, performance management, succession planning, and health and wellness
- Ensures legislative compliance in all areas of HR including, but not limited to, the *Employment Standards Act*, *Ontario Human Rights Code*, *Labour Relations Act*, *Occupational Health and Safety*, *Pay Equity*, *Accessibility for Ontarians with Disabilities Act*, etc.
- Conducts research and analysis to ensure HR systems, programs and policies are current, in collaboration with the Human Resources Manager

- Participates in the development and implementation of corporate training, performance management, organization and professional development plans that contribute to ongoing talent development and advancement of the organization
- Administers the compensation program in collaboration with the Human Resources Manager, to ensure compliance with relevant legislation and market competitiveness
- Carries out recruitment and retention initiatives including drafting job advertisements and job descriptions, screen and short-listing applicants, developing interview questions, scoring criteria and professional development
- Fosters a positive labour relations environment by participating in discussions with union representatives, managers and directors that are aimed to resolve disputes and enhance relationships
- Supports the development of health and safety policies, programs, procedures and guidelines
- Supports the management of the health and safety system ensuring proper assessment of risk and compliance to relevant legislation, in collaboration with the Human Resources Manager

#### **Supervision:**

- Works under the general guidance of the Human Resources Manager.

#### **Qualifications:**

- Three-year diploma or Bachelor's degree in Human Resources, Business Administration, or a related field (Labour relations).
- Possesses or is actively pursuing Certified Human Resources Leader (CHRL) designation preferred
- Minimum 5 years experience in a progressively responsible human resources role, preferably in a municipal or broader public sector setting
- Equivalent combination of formal and continuing education with human resources experience may be considered
- Experience in a unionized environment required, including the ability to build relationships and trust with union partners, and demonstrated proficiency in handling various unionized processes
- Knowledge of all relevant legislation and regulations such as the *Employment Standards Act*, *Labour Relations Act*, *Ontario Human Rights Code*, *Pay Equity Act*, *Occupational Health and Safety Act*, *Accessibility for Ontarians with Disabilities Act*, *Workers' Safety and Insurance Act*, etc.
- Excellent interpersonal, organizational, time management, public relations, negotiation, presentation, customer service, and communication skills, both oral and written and ability to project a professional image
- Ability to work effectively with individuals at all levels of the organization
- Excellent judgement and creative problem-solving skills, including negotiation, and conflict resolution skills.

- Ability to work well under pressure, individually, and as part of a team.
- Knowledge of HR systems and software (HR downloads)
- Knowledge of all functional areas of human resource management
- Ability to use discretion when handling sensitive, high-level or confidential information.

**Other:**

- This is a full-time non-union position based on a 40-hour work week
- Some flexibility throughout the year may be required
- Compensation is in accordance with the Salary Schedule adopted by the Council and amended from time to time
- Benefits are in accordance with Township Policies
- A 12-month probationary period is required

Approved:



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Louise Fragnito  
Chief Administrative Officer



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Jan Minaker  
Human Resources Manager

Date Approved: March 1, 2024