



## **HUMAN RESOURCES COORDINATOR (1 Permanent Full-Time Position)**

<b>Reporting to:</b>	Manager of Human Resources
<b>Department:</b>	Human Resources
<b>Classification:</b>	Full Time; Non-Union
<b>Salary Range:</b>	\$78,882 - \$92,802, pending review
<b>Hours of Work:</b>	8:30 a.m. to 4:30 p.m. Monday to Friday
<b>Starting Date:</b>	as soon as possible.
<b>Application Deadline:</b>	position will remain open until filled.

### **Why City of Woodstock?**

Known as the Friendly-City, Woodstock is located in the heart of Oxford County and blends big city conveniences with a small-town feel. With a growing population of over 45,000 welcoming citizens, Woodstock residents place high value on our small-town atmosphere, while enjoying urban amenities. The City is a great place to call home with amazing parks and trails, fantastic amenities as well as wonderful arts and cultural facilities. At the crossroads of highways 401 and 403, Woodstock has a thriving manufacturing sector and opportunities in agriculture, education and healthcare and convenient access to communities across Southwestern Ontario. Visitors can enjoy the City's many festivals and delight in the many local shops and restaurants in Downtown Woodstock.

When you work for the City, you get to be part of an incredible team of dedicated people with a range of skills and experiences to share. Our team works together to help build a strong, connected community where people have access to the services they need, while enjoying a relaxed lifestyle. Other great benefits to working at the City of Woodstock:

- Join a growing and dynamic organization offering rewarding careers,
- Competitive Wages,
- Option to join a Defined Contribution Benefit Pension Plan (OMERS) where employee contributions (9%) are matched by the City,
- Training opportunities to support you in this role,
- And a great working environment for individuals committed to making a difference, just to name a few.

### **Purpose of Position:**

This non-union position, reporting to the Manager of Human Resources (HR), is responsible for all facets of recruitment, on-boarding and HR orientation for positions at the Corporation of the City of Woodstock. They will perform human resources duties in the areas of compensation and job evaluation, performance and attendance management, health, safety and wellness, employee and labour relations, development and administration of policies and procedures, to ensure timely and consistent service, providing coordination on a range of day-to-day HR issues that require judgement and tactical decision-making within prescribed parameters.

The HR Coordinator will act as the primary contact for advice and interpretation of employment related matters for employees and provide initial guidance and process knowledge to all employees and other stakeholder groups and will support and foster a safe and inclusive culture through positive employee relations in their daily interactions.

This position will serve as a business partner to operations and employees in consult with management to serve as an operational resource, providing HR guidance where appropriate. Under the direction of the leadership team, they will be a change champion based on the needs of the Corporation by promoting acceptance, and open mindedness in a non-judgmental way.

The HR Coordinator will perform the duties and responsibilities of the position using the mission, vision and values of the City of Woodstock as per the Municipal Act and its regulations and other legislated obligations. In addition, the HR Coordinator will perform their duties with an employee-focused philosophy.

### **Responsibilities:**

#### **1. Administration and Records Management:**

- Create and manage sensitive and highly confidential communication, and reports.
- Manage and facilitate import and export of employee information, such as but not limited to attendance, employee status changes,
- Troubleshoot concerns relating to HRIS systems including but not limited to data entries, errors reporting and discrepancies; act as main point of contact for HRIS vendors.
- Coordinate and generate HR tracking metrics and documentation for employee transactions.
- Maintain security of employee files ensuring accuracy, consistency and in compliance with all relevant legislated requirements.

#### **2. Recruitment and Selection:**

- Responsible for the full-cycle recruitment process for all front-line positions, using the recruitment HRIS system(s). Adhere to all legislated processes.
- Communicate with Supervisors over applicant screening & candidate selection, scheduling, conducting interviews and background checks.
- In conjunction with the Manager of HR, assist and support the creation of interview guides and relevant questions.
- Facilitate the offer of employment to the successful candidates, and onboarding process for all frontline positions, including the preparation of and sending, new hire packages, through our HRIS systems.
- Facilitate the employee exit process options including retiree benefits, conversation options, scheduling exit interviews, and act as the conduit to all benefit providers.
- Revise and update job descriptions and organizational charts based on Department Head approval and assist with creating new job descriptions.
- Perform exit interviews and manage exit interview statistics.
- Assist with the preparation of annual recruitment, retirement and exiting employee statistics.

#### **3. Compensation & Benefits**

- Ensure timely enrollment and status changes of plan members as required.
- Process the monthly reconciliation of the benefit plan to ensure the disbursements to individual departments are accurate.
- Advocate, provide support and remove barriers for employee benefit claims management; provide guidance and assistance to employees with online health/dental claims.
- Educate and coach employee groups regarding all relevant employee related legislation (ESA, 2000, AODA, OHS, OHRC, etc.)
- Support the HR Director with Job Evaluation processes.

#### **4. People Management**

- Help promote a culture of acceptance, consistency, fairness and equitable processes.
- Collaborate with the HR team to champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver top business results.
- Support the HR Director and Manager in workplace investigations.
- Support the HR leadership in employee change statuses and track all relevant information.

- In conjunction with the HR leadership team, research training and development opportunities for content and costing. Recommend, coordinate, and promote training and development programs.
- Develop people strategies and design approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction.
- Participate in the continual development of HR programs, such as recruiting retention, compensation, benefits, and Learning & Development.
- Support with claims management and provide relevant forms as needed.
- Meet with employees approaching pregnancy/parental/medical leave to discuss benefits and OMERS contributions while on leave; distribute pregnancy/parental leave information package; provide benefits dependent change form to add new dependent benefits.
- Prepare employment confirmation letters.

#### 5. Labour Relations

- Support the HR Director with Collective Bargaining processes as needed.
- Support with collecting relevant data and summarizing research for collective bargaining such as but not limited to, new proposed language, new market trends, , salary comparators, benefit options, etc.
- Collect, create, organize, and draft proposals, sign-off and final collective agreement documents as needed.
- Support, coach and educate stakeholders with the interpretation of language in the Collective Agreements
- Generate and create reports such as seniority lists, attendance, overtime hours worked/passed OT opportunities, etc.

#### **Qualifications:**

##### Essential:

- University degree or College diploma with specialization in Human Resources or a related discipline
- Knowledge of current legislation affecting Human Resources, including but not limited to the Employment Standards Act 2000, WSIB, Occupational Health & Safety (OHS), Labour Relations and Human Rights.
- Experience working in a unionized environment.
- Experience with benefit and pension administration.
- Minimum three (3) years' experience.
- Class "G" driver's license.

##### Preferred:

- CHRP designation or working towards.
- Preference will be giving to candidates that have experience supporting the bargaining process

#### **Working Conditions:**

- This is an in-office position of 35 hours weekly; hours of work are governed by the time required to complete tasks.
- Work is subject to constant interruption and occasional unpleasant interactions due to enquiries from employees and the public.
- Requires long periods of seated work and may be required to lift up to 25lbs.
- May be requested to work additional hours for special events.

The City of Woodstock is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. We embrace equity, diversity, justice, inclusion and belonging and we're committed to building a team that represents many backgrounds, perspectives and skills, representative of the communities we serve. The more inclusive we are, the better our work and workplace will be. We are committed to creating a workplace where people experience meaningful work, a sense of hope and optimism,

an environment of trust, and inspired results. If this sounds like an environment in which you would like to work, apply here today!

In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the [Ontario Human Rights Code](#), the City of Woodstock will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City's Human Resources employees of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation by contacting [hrc@cityofwoodstock.ca](mailto:hrc@cityofwoodstock.ca). In accordance with the Municipal Freedom of Information & Protection of Personal Privacy Act, personal information collected will only be used for candidate selection. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.

Satisfactory passing of a criminal record check, employment and proof of qualifications, will be required of any successful candidate(s) for this position.

The Corporation of the City of Woodstock does not require proof of vaccination status.

We invite all qualified applicants to submit their resume and cover letter via email at

[hrc@cityofwoodstock.ca](mailto:hrc@cityofwoodstock.ca).

We thank all candidates who apply but advise that only those selected for an interview will be contacted.

No Phone Calls Please.