

HUMAN RESOURCES COORDINATOR

Employment Status:	Temporary, Full-time (One-Year Contract)
Compensation Range:	\$35.34 to \$41.34 / 35 hours per week
Location:	London, ON
Union/Non-Union:	Non-Union

POSITION OVERVIEW

As part of the Human Resources Team, the Human Resources Coordinator supports the day-to-day operations of the department with a focus on recruitment, employee and labour relations, health and safety, and training and development.

The Human Resources Coordinator provides HR support to a variety of service delivery areas in the County of Middlesex, including County Administration, Middlesex County Library, Strathmere Lodge and Middlesex-London Paramedic Service (MLPS).

QUALIFICATIONS

- Two-year college diploma in Human Resources Management, Business Administration or related discipline.
- Two years of experience or equivalent working in a Human Resources capacity; preferably in a municipal setting.
- Certified Human Resources Professional (CHRP) designation or working towards designation an asset.
- General knowledge of the Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, the Human Rights Code, Pay Equity Act, etc.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to identify and solve problems with a practical and detail-oriented approach.
- Ability to work independently, take initiative, and manage time effectively to meet tight deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on May 16, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Pay in lieu of benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Human Resources Coordinator
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources
EFFECTIVE DATE: April 2025 **POSITIONS SUPERVISED:** Zero

POSITION SUMMARY:

As part of the Human Resources Team, the Human Resources Coordinator supports the day-to-day operations of the department with a focus on recruitment, employee and labour relations, health and safety, and training and development.

The Human Resources Coordinator provides HR support to a variety of service delivery areas in the County of Middlesex, including County Administration, Middlesex County Library, Strathmere Lodge and Middlesex-London Paramedic Service (MLPS).

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

- Serves as the first point of contact for internal and external HR related requests or inquiries and provides assistance as required. Directs any requests or inquiries to the Director of HR and/or Senior HR Advisor.
- Manages the recruitment process for unionized and non-unionized positions, including the distribution of job postings (internal and external), reviews applications for minimum qualifications, coordination of interviews, development of interview questions, interview participation, reference checks and preparation of an employment offer letter/contract. Provides support to the Director of Human Resources, Senior HR Advisor, and/or Senior Management Team in management-level recruitment processes, as required
- Responsible for the employee onboarding process, including but limited to: IT and department notifications, orientation packages (including setting up HR and H&S training modules through the training platform), and updating personnel records. Ensures onboarding documentation is received within the established timelines.
- Maintains Human Resources records (employee, training, recruitment, disability management, etc.) in accordance with the records management classification system.
- Coordinates legislated HR training and organizational training initiatives, including scheduling, enrollment, tracking completion, and maintaining accurate training records, as directed. Tracks outstanding training and coordinates follow-up communications to support compliance, as directed



- Assists with the required paperwork in the event of a workplace injury.
- Provides administrative support to the Director of HR and/or Senior HR Advisor on disability management (WSIB and long-term disability claims) and the Return to Work Program for employees with occupational and non-occupational illnesses and/or injuries. Maintains the records for disability management and Return to Work Program.
- Assists the Director of HR and Senior HR Advisor in the area of Labour Relations by scheduling meetings, taking notes/minutes at various meetings and preparing letters, etc.
- Maintains the County's Health and Safety Board and First Aid Kits to ensure compliance with the OHSA.
- Manages the annual employee recognition program.
- Completes the Statistics Canada Job Vacancy and Wage Survey on a quarterly basis.
- Coordinates any employee events.
- Assists the Director of HR, Senior HR Advisor and/or the Safety & Standards Officer with special projects, as directed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Two-year college diploma in Human Resources Management, Business Administration or related discipline.
- Two years of experience or equivalent working in a Human Resources capacity; preferably in a municipal setting.
- Certified Human Resources Professional (CHRP) designation or working towards designation an asset.

Knowledge, Skills and Abilities

- General knowledge of the *Employment Standards Act*, *Occupational Health and Safety Act*, *Workplace Safety and Insurance Act*, the *Human Rights Code*, *Pay Equity Act*, etc.



- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to identify and solve problems with a practical and detail-oriented approach.
- Ability to work independently, take initiative, and manage time effectively to meet tight deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

Other

- A valid "G" driver's licence and access to a vehicle to travel as required to fulfil job responsibilities.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.