

HUMAN RESOURCES GENERALIST

Employment Status:	Permanent Full-time / 35 hours per week
Compensation Range:	\$55.84 to \$65.32 (hourly) \$101,628 to \$118,882 (salary) Non-Union Grid, Grade 7
Location:	London, ON
Union/Non-Union:	Non-Union

POSITION OVERVIEW

Reporting to the Director of Human Resources, the Human Resources Generalist provides consultation and operational support across employee and labour relations, talent acquisition, compensation, job evaluation, pay equity, human resources systems and organizational learning, documentation, and related human resources programs.

QUALIFICATIONS

- Bachelor's degree or college diploma in Human Resources, Business, Finance or an equivalent combination of education and experience in employee relations, labour relations, job evaluation, compensation, pay equity, and salary/ wage administration.
- Three (3) to four (4) years of practical experience in human resources including experience in employee relations, labour relations, compensation, job evaluation, pay equity, or a related area; municipal or public-sector experience is preferred.
- Certified Human Resources Professional (CHRP) or working towards attaining the accreditation, preferred.
- Experience working in a unionized environment and interpreting and applying multiple collective agreements, human resources policies, and procedures.
- 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 Middlesex County.

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 is 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 sschulz@middlesex.ca by 4:30 p.m. on **October 19, 2026**.

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.

This position is for a new vacancy.

We do not use AI to screen, assess, or select candidates.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
OMERS Pension Plan
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 Generalist
DEPARTMENT:	Human Resources
REPORTS TO:	Director of Human Resources
POSITIONS SUPERVISED:	None
EFFECTIVE DATE:	October 2026

POSITION SUMMARY

Reporting to the Director of Human Resources, the Human Resources Generalist provides consultation and operational support across employee and labour relations, talent acquisition, compensation, job evaluation, pay equity, human resources systems and organizational learning, documentation, and related human resources programs.

The Human Resources Generalist advises managers and employees on workplace matters, including the interpretation and application of corporate policies and collective agreements, recruitment and onboarding, dispute resolution, discipline and termination, attendance and performance management, mediation, and workplace investigations. The position also supports collective bargaining, grievance and arbitration processes and administers the County's job evaluation programs.

The Human Resources Generalist supports and models a positive and respectful organizational culture by contributing to employee engagement initiatives, internal communications, and corporate wellness and recognition activities.

PRIMARY DUTIES & RESPONSIBILITIES

1. Employee and Labour Relations

- Serve as the employee and labour relations advisor to managers, supervisors, and employees on workplace matters within assigned service areas.
- Provide advice and guidance on the interpretation of a variety of collective agreements, human resources policies, procedures, programs and legislation.
- Design, recommend and implement the recruitment, selection and retention strategies that comply with relevant employment legislation, collective agreements and with corporate hiring objectives.
- Administer employee leaves of absence in accordance with applicable legislation, collective agreements and County policies, including required documentation, correspondence, tracking and coordination with employees and managers.
- Conduct workplace investigations related to complaints, prepare findings reports, and recommend appropriate resolutions.



- Support managers and supervisors on performance management and progressive discipline, including developing performance improvement plans, recommending appropriate disciplinary measures, preparing supporting correspondence, participating in meetings, and completing required follow-up.
- Conduct preparatory analysis and research for arbitrations, grievances, and collective bargaining, and produce the analysis and documentation required to support these activities. Attend mediations, grievance meetings, conciliations, and arbitrations on behalf of the County.
- Participate in collective bargaining by conducting research, reviewing collective agreement language and established practices, and participate in the implementation by using the memoranda of settlement to make changes to collective agreements and communicates other changes as may be necessary.
- Participate in labour-management meetings for the County's unionized employee groups.
- Assist in the development and implementation of human resources policies and procedures.

2. Compensation and Job Evaluation

- Develop and update job descriptions, and position requirements for unionized and non-unionized positions and provide advice regarding job responsibilities, qualifications and department requirements.
- Review and update job descriptions to ensure accuracy and alignment with the job analysis questionnaires (JAQs).
- Administer the County's job evaluation programs including reviewing all job evaluation submissions for accuracy and issuing/implementing results. Maintains all job evaluation records and ratings.
- Coordinate and administer pay equity requirements for all unionized and non-unionized employee groups.
- Schedule all joint job evaluation committee meetings, provide appropriate documentation and is available during meetings for questions/advice.
- Conduct and participate in salary/wage and other surveys.

3. Talent Acquisition

- Responsible for managing the full recruitment lifecycle for unionized and non-unionized positions through the organization's talent acquisition system as assigned, while leading the implementation and optimization of the system to enhance hiring efficiency and user adoption. Provides support to HR leadership and senior management in management-level recruitment as needed.
- Coordinate all aspects of the recruitment process for assigned vacancies, including posting roles, screening applications, arranging, and participating in interviews, developing interview questions, conducting reference checks, and preparing offer letters and employment agreements.

4. Documentation & Data Management

- Maintain human resources records (employee, training, recruitment, etc.) in accordance with the records management classification system; responsible for managing data and records in accordance with the requirements of the position and corporate policies, including proper handling, storage, security, and retention.
- Compile, analyze, and report on human resources metrics and workforce trends, including recruitment, turnover, attendance, compensation, employee relations, and other relevant indicators, and recommend opportunities for program or process improvement.
- Maintain organized files, records, and databases related to compensation, job evaluation and pay equity.
- Update Joint Job Evaluation Committee Terms of Reference as may be required.
- Prepare documentation for the Joint Job Evaluation Committee.

5. Other

- Responsible for administering the corporate tuition reimbursement program including preparing approval letters, ensuring correct documentation is received, issuing reimbursement, and tracking employees who leave the organization to recover reimbursement.
- Conduct exit interviews and identify trends, issues and opportunities for organizational improvement.
- Special projects as assigned (i.e. relevant UGK platform implementation).
- Perform other duties as assigned by the Director of Human Resources.

MINIMUM QUALIFICATIONS

Education & Experience

- Bachelor's degree or college diploma in Human Resources, Business, Finance or an equivalent combination of education and experience in employee relations, labour relations, job evaluation, compensation, pay equity, and salary/ wage administration.
- Three (3) to four (4) years of practical experience in human resources including experience in employee relations, labour relations, compensation, job evaluation, pay equity, or a related area; municipal or public-sector experience is preferred.
- Certified Human Resources Professional (CHRP) or working towards attaining the accreditation, preferred.
- Experience working in a unionized environment and interpreting and applying multiple collective agreements, human resources policies, and procedures.



KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive understanding of relevant employment legislation and regulations with demonstrated ability to address and apply legislation in policy and practice. (i.e., *Employment Standards Act, Ontario Labour Relations Act, Pay Equity Act, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety & Insurance Act*, etc.)
- Experience working in a multi-union environment with demonstrated extensive knowledge of union procedures.
- Excellent verbal and written communication skills, including the ability to explain complex issues in plain language, communicate confidently with employees and leaders at all levels of the organization, and influence outcomes effectively.
- Ability to interact effectively and courteously with all levels of staff and management; to exercise discretion and judgment when handling confidential/sensitive/ controversial information and assure the security of such information/files.
- Knowledge and experience in designing candidate assessment tools (e.g. interviews, written tests) and conducting interviews.
- Extensive knowledge of compensation including job evaluation, salary/wage administration, pay equity and other related matters.
- Excellent computer skills including experience with Office 365 Suite, and MS office applications (Word, Excel and PowerPoint), human resources technology platforms and software (UKG) and data management systems (Laserfiche).
- Ability to maintain a high degree of ethics, discretion and confidentiality.
- Demonstrated effective coaching skills.
- Excellent interpersonal skills and the ability to collaborate effectively in a team environment.
- Demonstrated ability to exercise significant discretion and sensitivity, and to use consultative and relationship building skills with diverse client groups.
- Flexibility and workload/project management skills to effectively manage multiple tasks and deadlines and respond effectively and efficiently.
- Ability to collect, research, and analyze data to identify trends and equity gaps.
- Proven organizational skills, with strong attention to detail and the ability to meet deadlines.
- Interpersonal skills with the ability to deal effectively with sensitive and confidential information.
- Excellent problem solving, mediation and conflict resolution skills.

OTHER

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