



## **CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION**

<b>TITLE:</b>	Human Resources and Employee Wellness Advisor
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>POSITIONS SUPERVISED:</b>	N/A

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### **POSITION SUMMARY**

Reporting to the Director of Human Resources, the Human Resources and Employee Wellness Advisor is an integral member of the HR team by supporting the day-to-day HR functions by providing advice, guidance and support to employees and management on full-cycle recruitment and selection, employee wellness, health and safety, disability management, training and development, labour and employee relations.

This position provides internal customer service support and helps drive HR excellence and process improvement with the Director of Human Resources to enable the County of Middlesex to deliver exceptional service to the public. This position 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.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. Responsible for the full-cycle recruitment and selection process of unionized and non-unionized positions. Supports the Director of HR in senior level recruitment, as required.
2. Provides advice, coaching and guidance to staff and management on: the interpretation of HR policies and procedures; employment practices; various employment legislation and labour law; attendance management; collective agreements; and employee relations issues.
3. Responds to employee and management inquiries and concerns in a diplomatic and confidential manner. Refers employees to the FSEAP or other applicable resources, as required.
4. Participates in addressing employee relations issues, including: grievances, discipline, conflict resolutions, human rights, attendance management, employment standards, and health and safety related issues.

5. Ensures all regulatory training is conducted on annual basis (i.e. occupational health & safety; bullying in the workplace; respect in the workplace; preventing harassment and discrimination in the workplace; privacy, etc.).
6. Supports the Director of HR with internal workplace investigations and disciplinary issues.
7. Oversees disability management (WSIB, short-term and long-term disability claims) and the Return to Work Program for employees with occupational and non-occupational illnesses and/or injuries. Liaisons with case managers and benefit providers as required. Keeps the Director of HR informed on all claims and issues as required.
8. Supports the Director of HR in the development and revision of policies and procedure, and creation and delivery of associated training materials.
9. Leads the exit interview process. Advises the Director of HR on issues, trends and opportunities for improvement.
10. Updates job descriptions and job requirements for unionized and non-unionized positions as directed by the Director of HR.
11. Ensures employee records are properly maintained and kept confidential.
12. Provides support in implementing human resources programs and services with established processes and guidelines as required/directed.
13. Assists and supports the Director of HR with special projects, as directed.
14. Performs other duties as assigned by the Director of HR.

## **QUALIFICATIONS**

### **Education & Experience**

- 2-year post-secondary education from an accredited institution with a focus on Human Resources, Industrial Relations or related discipline.
- Certified Human Resources Professional (CHRP) or working towards attaining the accreditation.
- 4 to 5 years of practical experience in the human resources and/or labour relations; preferably in a municipal or government environment.
- Experience in both unionized and non-unionized environments is an asset.

- A valid driver's license and access to a vehicle.

#### Knowledge, Skills and Abilities

- Knowledge of relevant legislation, statutes and regulations related to municipal and program specific operations including the Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Pay Equity Act and the Labour Relations Act.
- Excellent interpersonal skills with an ability to work in a respectful manner.
- Excellent verbal and written communication skills and confidence dealing with all levels of an organization.
- Proven ability to maintain discretion, confidentiality, and sensitivity when dealing with difficult situations.
- An open, inviting and approachable personality that allows the opportunity to build meaningful, trusting relationships.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast paced environment.
- Creative problem-solving skills and sound professional judgment, especially regarding confidential/sensitive matters.
- Demonstrated ability to problem solve effectively and use good judgement in all decisions.