



## COUNTY OF MIDDLESEX POSITION DESCRIPTION

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| <b>TITLE:</b>                | Human Resources Coordinator |
| <b>DEPARTMENT:</b>           | Human Resources             |
| <b>REPORTS TO:</b>           | Director of Human Resources |
| <b>EFFECTIVE DATE:</b>       | March 2023                  |
| <b>POSITIONS SUPERVISED:</b> | Zero                        |

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### POSITION SUMMARY:

As part of the Human Resources Team, the Human Resources Coordinator's primary focus is to provide comprehensive support to the day-to-day operations of the Human Resources Department, including but not limited to recruitment, employee/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).

### PRINCIPAL 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 HR Advisor.
- Manages the recruitment process for 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 (as required), reference checks and preparation of an employment offer letter/contract, as directed by the Director of HR and/or HR Advisor.
- 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 (personnel, training, recruitment, disability management, etc.) in accordance with the records management classification system.
- Facilitates legislated HR training and any training initiatives, by coordinating the training, enrolment and documentation, as directed.
- Assists with the required paperwork in the event of a workplace injury.

- Provides administrative support to the Director of HR and/or HR Advisor on 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. Maintains the records for disability management and Return to Work Program.
- Assists with workplace investigations and disciplinary issued by coordinating meetings, taking notes/minutes at meetings and preparing letters, etc.
- Coordinates the County's joint job evaluation programs to ensure new and changed positions, both unionized and non-unionized, are evaluated appropriately. Maintains the documentation for the joint job evaluation program.
- Assists the Director of HR and HR Advisor in the area of Labour Relations by scheduling meetings, taking notes/minutes at various meetings and preparing letters, etc.
- Serves as the Secretary and HR/Worker Representative on the County Admin/Library Joint Health and Safety Committee and the County Roads Joint Health and Safety Committee.
- 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, HR Advisor and/or the Safety & Standards Officer with special projects, as directed.
- Performs other duties as assigned.

#### **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.
- Results oriented with a strong-analytical skill set and attention to detail.
- Excellent interpersonal and communication skills, both oral and written.



- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to work independently and to prioritize to meet strict deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

**MINIMUM QUALIFICATIONS:**

- Two-year college diploma in Human Resources Management, Business Administration or related discipline.
- Minimum three 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.
- A valid driver's license and access to a reliable vehicle as required to attend, meetings, events or otherwise.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.