

# EMPLOYMENT OPPORTUNITY



## MANAGER OF HUMAN RESOURCES

<b>Employment Status:</b>	Permanent, Full-time / 35 hours per week
<b>Compensation Range:</b>	\$65.61 to \$76.75 (hourly) \$119,401.72 to \$139,683.45 (salary)
<b>Location:</b>	London, ON
<b>Union/Non-Union:</b>	Non-Union

### POSITION OVERVIEW

Reporting to the Director of Human Resources, the Manager of Human Resources is accountable for providing timely human resources advice, guidance, coaching and information to employees, supervisors, and managers in accordance with professional human resources practices, corporate policies and procedures, collective agreements and related legislation. This position provides HR services to a variety of service areas in the County of Middlesex, including County Administration, Middlesex County Library and Strathmere Lodge Long Term Care Home.

In addition, the Manager of Human Resources leads strategic human resources initiatives, supports employee and labour relations matters, and contributes to organizational development, employee engagement, and a positive workplace culture.

### QUALIFICATIONS

- University degree with a focus in Human Resources, Industrial Relations, Business, or related discipline.
- Certified Human Resources Professional (CHRP) designation or working towards designation an asset.
- 5 to 7 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.
- 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 [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on January 30, 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 an existing vacancy.

### 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 POSITION DESCRIPTION

<b>TITLE:</b>	Manager of Human Resources
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>POSITIONS SUPERVISED:</b>	Human Resources Coordinator
<b>EFFECTIVE DATE:</b>	January 2026

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### POSITION SUMMARY

Reporting to the Director of Human Resources, the Manager of Human Resources is accountable for providing timely human resources advice, guidance, coaching and information to employees, supervisors, and managers in accordance with professional human resources practices, corporate policies and procedures, collective agreements and related legislation. This position provides HR services to a variety of service areas in the County of Middlesex, including County Administration, Middlesex County Library and Strathmere Lodge Long Term Care Home.

The Manager of Human Resources also plays a key role in strategic HR initiatives, including talent management, employee relations, performance management, and organizational development. Additionally, this role involves leading complex investigations, supporting union negotiations, and contributing to the development and implementation of HR policies and programs.

The Manager of Human Resources 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

#### Human Resources Management

1. Provides advice, coaching and guidance on the interpretation of HR policies, procedures, compensation, employment practices, staffing, various legislation and labour law, collective agreements, and employee relations issues to staff and management.
2. Responsible for the full-cycle recruitment and selection process of unionized and non-unionized positions, including job postings, screening interviewing, conducting reference checks, and extending offers of employment. Supports the Director of HR and/or the Senior Management Team in senior level recruitment, as required.
3. Responds to employee and management inquiries and concerns in a diplomatic and confidential manner. Refers employees to the employee assistance program (EAP) 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. Keeps the Director of HR informed on employee relations issues.



5. Supports the attendance management process and provides guidance to supervisors and managers on managing absenteeism and resolution.
6. Provides support and training to management to facilitate effective performance management in coordination of corporate policies and procedures.
7. Leads the exit interview process. Advises the Director of HR on issues, trends, and opportunities for improvement.
8. Supports the Director of HR with terminations of unionized and non-unionized employees.
9. Develops and updates job descriptions and job requirements for unionized and non-unionized positions.
10. Supports the Director of HR in the development and revision of corporate Human Resources policies and procedures and assists in creating and delivering related training materials.

#### Labour Relations

11. Provides support to the Director of HR during union contract negotiations by conducting research on wages, offering feedback on collective agreement language, and contributing to the development of proposals.
12. Attends Labour-Management meetings, as required/requested by the Director of HR.
13. Participates in addressing grievances by facilitating the grievance process, conducting research, and collecting information in preparation for grievance meetings, mediation and/or arbitration.

#### Health, Safety and Wellness:

14. Manages the 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.
15. Responsible for coordinating the development and implementation of health and safety policies and procedures, and the corporate training calendar, including the facilitation and delivery of training programs primarily as they relate to health and safety legislation.
16. Conducts ongoing training needs assessments, determines health and safety education and training priorities based on assessed needs and available resources, and acts as liaison to external training providers, as required.
17. Manages the internal workplace investigation process for harassment, bullying, and/or violence by conducting interviews, analyzing information, reporting findings, and making recommendations for corrective or disciplinary action as required. For complex investigations, collaborates with the Director of HR to ensure a thorough and effective process.



### Compensation & Benefits

18. Supports the Director of HR to provide overall direction regarding compensation, job evaluation and benefits.
19. Coordinates the process for job evaluation of new and revised jobs (union and non-union), including providing guidance and assistance with drafting and revising job descriptions, evaluation record analysis, and all document tracking.
20. Conducts research on compensation trends and performs comparative analysis of salary information. Completes surveys as requested by the Director of HR.
21. Liaises with other municipalities to gather comparative information on salaries, benefits, policies, and other relevant data.

### General

22. Assists in the development of in-house training, when required, and sources external trainers, as appropriate.
23. Ensures employee records are properly maintained and kept confidential.
24. Provides support in implementing human resources programs and services with established processes and guidelines as required/directed.
25. Supervises Human Resources Coordinator and participates in human resources management responsibilities including recruitment, training, conflict resolution, discipline, scheduling and performance management.
26. Assists and supports the Director of HR with special projects, as directed.
27. Performs other duties as assigned by the Director of HR.

### **MINIMUM QUALIFICATIONS**

#### Education & Experience

- University degree with a focus in Human Resources, Industrial Relations, Business, or related discipline.
- 5 to 7 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.
- Certified Human Resources Professional (CHRP) or working towards attaining the accreditation, preferred.



### Knowledge, Skills and Abilities

- Thorough knowledge of the Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Pay Equity Act, Workplace Safety Insurance 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.
- 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.
- 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.
- Demonstrated ability to problem solve effectively and use good judgement in all decisions.
- Proficiency with Microsoft Office applications, including Outlook, Word, PowerPoint and Excel.

### 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 Middlesex County.