

Human Resources Specialist

Title

Human Resources Specialist

Reports To

Operations Manager

Summary

The Human Resources manager is responsible for all areas of human resource management including benefits administration, payroll processing, risk management, employee relations, recruitment and development of policies and procedures as well as developing, implementing and evaluating human resources and labour relations policies, programs and procedures, and advising managers and employees on personnel matters. This position requires Health Canada security clearance.

Job Duties

- Plan, develop, implement and evaluate personnel and labour relations strategies including policies, programs and procedures to address human resource requirements
- Research and prepare occupational classifications, job descriptions and salary scales and competency appraisal measures and systems
- Research employee benefit programs and health and safety practices to recommend policy changes and modifications
- Plan staffing, total compensation, training and career development, employee assistance, employment equity and affirmative action programs
- Coordinate employee performance and appraisal programs, manage programs and maintain human resources information and related records systems; hire and overseeing training of staff
- Maintain human resources information and related records systems
- Manage and maintain all confidential and non-confidential HR files
- Hire and oversee training of staff
- Guide managers on HR issues including hiring, performance management, disciplinary action, terminations, recruitment, employee engagement, total rewards and learning and development plans
- Provide supervision, leadership and guidance
- Oversee payroll administration and maintain the record system

- Manage the recruitment strategy for the organization
- Mediate labour disputes and grievances, provide advice on employee and labour relations
- Ensure legal / regulatory compliance for all HR policies and procedures
- Stay current on industry trends and best practices as it relates to people and processes
- Manage and maintain all confidential and non-confidential HR files
- Evaluate reports, decisions and results of department in relation to established goals
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed
- Perform benefits administration by providing communication and education to all employees regarding benefit plans and programs as well as assist with concerns or questions as appropriate
- Identify and analyze productivity, turnover and hiring trends; develop and implement appropriate action plans

Requirements

- High degree of professionalism and integrity
- Ability to maintain a high level of confidentiality and use sound judgment
- Ability to prioritize work, multi-task and adapt to changing priorities
- Excellent verbal and written communications skills
- Strong work ethic and a desire to succeed
- Strong organization skills
- Ability to work well in a team environment or independently as required
- Ability to develop rapport, communicate effectively and confidentially with individuals
- Demonstrated ability to generate trust and confidence with stakeholders internally and externally
- Ability to motivate and effectively coach others

Qualifications

- A University Degree or College Diploma in Human Resources or a field related to personnel management such as Business Administration or Commerce
- A minimum of 5+ year of experience with progressive responsibilities

Work Conditions

- Limited Strength demands; 0-5 kg (0-11 lbs)
- Sitting
- Indoors
- Overtime as required