

City of Thorold

Human Resources Coordinator (Non-Union)

Department.....Administration	Reports to.....Manager of Human Resources
Pay Grid Level.....4	Hours of Work.....35
Position Family.....Support	Location.....City Hall

Job Summary

Reporting to the Manager of Human Resources, the Human Resources Coordinator provides confidential, accurate and efficient administrative and technical support to the Human Resources Department as well as assistance to prospective candidates and City staff. This position will facilitate the administration of the full cycle recruitment and on-boarding process.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Post-secondary diploma or degree in Human Resources Management
Experience	<ul style="list-style-type: none"> • Minimum of two (2) years Human resources experience, preferably in a unionized municipal setting
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> • Certified Human Resources Professional (CHRP) designation is preferred • Working knowledge of Microsoft programs including Word, Excel, PowerPoint and Outlook • Excellent organizational, time management, communication and interpersonal skills • Excellent customer service • Valid Class “G” drivers licence in good standing and access to a vehicle preferred

Supervision

# of Reports	none
Titles of Direct/ Indirect Reports	Not applicable

Duties & Responsibilities

General HR Administrative Responsibilities

- Provides front line support to all members of the Corporation, respond to inquiries on employment, procedures and human resources policies as directed by the Manager of Human Resources
- Perform administrative and technical clerical duties in a highly confidential environment
- Responsible for data entry and maintenance of the HRIS
- Maintain and update human resources personnel files
- Assist with job description updates and maintenance
- Maintains city-wide organizational charts and City Hall seating plan
- Assists in the facilitation of training programs: communicating internally, arranging rooms, arranging for food and refreshments, booking staff, preparation of training packages, monitoring training invoices, liaising with trainers, attendance records, etc.
- Monitor and track probation dates, temporary contract end dates and annual compensation step increases
- Supports departmental projects and initiatives on an as needed basis
- Provide administrative support to the CUPE Joint Job Evaluation Committee
- Maintaining electronic training records and tracking when new or renewal trainings are required
- Follow-up with Supervisors, Managers and staff regarding completion of trainings

Labour Relations Administrative Responsibilities

- Support grievance and arbitration handling activities, which may include but is not limited to information gathering, scheduling meetings, minute taking and preparing other correspondence or documentation as directed
- Coordinate collective bargaining support activities, including but not limited to scheduling meetings and appropriate rooms, accommodations and food, etc.
- Maintain working knowledge of the City's three collective agreements
- Assist with other employee and labour relations employee administration activities, as required

Recruitment Administrative Responsibilities

- Act as human resources support for hiring managers
- Respond to general candidate recruitment inquiries
- Support and facilitate the full recruitment process, including preparation of job postings for department approval, receive and distribution of applications, participation in the screening and selections, serve as member of the interview panel as required, conduct professional reference checks, deliver new employee orientation and on-boarding
- Receive new hire documentation, distribute documentation to the appropriate department, create new employee personnel files
- Maintain all tracking documentation relating to recruitment
- Coordinate temporary help with Staffing Agencies in the event clerical relief staff are unable to meet labour demands
- Other duties as assigned

Additional Information

Responsible for the administration and compliance with the following legislation by acting as Corporate content expert by possessing the working knowledge of employment law, including but not limited to:

- Employment Standards Act
- Labour Relations Act
- Pay Equity Act
- Human Rights Code

JOB DESCRIPTION

- Occupational Health and Safety Act
- Fire Protection and Prevention Act
- Occupational Health and Safety Act
- Workplace Safety and Insurance Act

Working Conditions

- Typical office environment,
- Able to work under minimal supervision
- Mental and visual concentration
- May experience conflicts and argumentative situations
- Some after-hours work may be required

Approvals

	Name	Signature	Date
Manager of Human Resources	Ashley Eidt	<i>Ashley Eidt</i>	February 1, 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	February 1, 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Created: December 2023

	Name	Signature	Date
Incumbent			