

# **CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET**

## **JOB DESCRIPTION**

**TITLE:** Human Resources and Corporate Services Officer  
**SERVICE:** Administration  
**SUPERVISOR:** Chief Administrative Officer

## **SUMMARY OF FUNCTIONS**

Under the supervision of the Chief Administrative Officer, the Human Resources and Corporate Services Officer is responsible for the day-to-day management of a wide range of activities related to human resources practices and procedures, including the management of the human resources information system. They will also provide front-line management, administrative and development support to the Chief Administrative Officer.

## **DUTIES AND RESPONSIBILITIES**

### **1. PROGRAMME/SERVICE**

- Manage and maintain the municipality's human resources information system through punctual data entry.
- Maintain attendance records, vacation and sick leave records, short-term and long-term disability and Workplace Safety and Insurance Board (WSIB) files, occupational health and safety records and employee salary adjustments.
- Act as a resource person for employees in connection with the employee benefits and the OMERS pension plan.
- Develop an orientation and integration program for new employees.
- Maintain absolute confidentiality of employee files.
- Identify, draft, and review appropriate corporate policies and internal controls and recommend updates to senior management.
- Oversee the implementation of human resources activities, including recruiting, hiring, basic training, development, orientation, performance appraisals and return-to-work programs.
- Oversee and approve the hiring of seasonal, temporary, part-time and student employees according to an efficient and transparent hiring process.
- Review employment contract and job descriptions to ensure compliance with municipal policies.
- Manage the annual employee recognition program.
- Provide assertive leadership and be adept at resolving conflict situations and managing disciplinary situations.
- Collaborate and communicate with department heads on township-wide issues such as service delivery, administrative support, new service proposals, policy

and procedure development, and provide interpretation and support as required.

- Participate in committees, action teams, and task forces as required.
- Carry out any other related tasks to further the departments' and the township's corporate strategic objectives.

## **2. HUMAN RESOURCES**

- Contribute to a positive employer/employee relationship and a welcoming, productive work environment.
- Ensure the integrity and confidentiality of systems/software and personnel files.
- Keep abreast of laws, regulations, and best practices to ensure effective and efficient management of the Township's human resources, specifically in relation to compensation, benefits, OMERS pension plan and disciplinary matters.
- Oversee the development of compensation systems and plans with the General Manager.

## **3. COMPUTER SYSTEMS**

- Oversee all IT activities and ensure the integrity and confidentiality of IT systems and files.
- Oversee the implementation and maintenance of the Canton's IT system, in collaboration with our third-party IT department.
- Manage all generic IT procurement processes, including computers, printers, photocopiers, office equipment, telecommunications software, and monitor the status of IT infrastructure.
- Maintain an up-to-date inventory and asset management plan, as part of the municipality's Asset Management Plan.

## **4. MATERIAL RESOURCES**

The employee is responsible for the materials and equipment assigned to him/her, including a laptop, various software and a telephone.

## **SKILLS AND EFFORT**

### **5. KNOWLEDGE/EXPERIENCE**

- University degree or college diploma in human resources management, public administration, or a combination of training and experience relevant to the position.
- A minimum of three (3) years' work experience in administration and/or human resources.
- Experience in managing a human resource information system, such as HR Downloads, an advantage.
- Good knowledge of computer systems, including Microsoft Office suite (Word, Excel and PowerPoint).
- Superior communication skills in both French and English (oral and written).
- Excellent interpersonal skills, strong organizational skills and demonstrated problem-solving abilities.

- Ability to work in a dynamic environment with multiple and sometimes changing priorities.

## **6. PHYSICAL AND MENTAL EFFORT**

This job requires considerable mental effort, particularly in terms of visual and auditory concentration, and often involves prolonged periods of sitting and frequent meetings with members of staff. The physical effort required is minimal, and mainly limited to lifting boxes of archives or files.

## **7. JUDGMENT**

Work is performed under the supervision of the General Manager in accordance with established guidelines, procedures, and policies.

This position requires sound judgment and a proven ability to make informed decisions in compliance with applicable human resources laws and regulations, as well as Township policies and by-laws. This position also requires strong organizational skills, diplomacy and discretion. The incumbent must have the ability to prioritize a considerable workload with fixed deadlines and sometimes changing priorities.

## **8. INTERPERSONAL SKILLS**

The incumbent possesses superior interpersonal skills to always interact positively and professionally with his/her immediate supervisor, co-workers, all Township employees, the public and various stakeholders.

Contact:

### **INTERNAL:**

- Regular contact with people throughout the organization.

### **EXTERNAL:**

- Regular contact with outsiders by mail or telephone or both, with the public representatives, and the business community.

## **WORKING CONDITIONS:**

### **9. ENVIRONMENT**

The work is carried out in a typical office environment. Noise is omnipresent and interruptions from colleagues can be frequent. The incumbent may be required to travel occasionally for conferences or professional development activities. This position requires frequent and prolonged use of a computer.

### **10. CONTROL OF WORKING HOURS**

The incumbent is expected to work a 35-hour week, Monday to Friday. The incumbent may be required to work overtime from time to time to meet deadlines. From time to time, the incumbent may also be required to attend evening Board meetings.