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**THE UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**Corporate Services Division**

**Invites applications for the position of:**

**Human Resources Supervisor**

**Permanent Full Time**

**Start Date: As soon as possible**

**2024 Salary Grid 7: \$44.77 - \$53.29**

**Location: Brockville, Ontario**

**Position Summary:**

Reporting to the Human Resources Manager, the Human Resources Supervisor will help provide the delivery of appropriate, effective human resources services including labour relations, recruitment, performance management and policy development. Building positive working relationships that are mutually beneficial and contribute to fostering a healthy workplace. Working with the Human Resources Team to provide expertise and focus on customer service and continuous improvement will position the Supervisor well to promote a culture of respect within the Counties.

**Education, Certification & Licenses**

- Post-secondary college diploma or university degree (3-4 years) in Human Resources, Industrial Relations, law or related discipline. An equivalent combination of education and experience may be considered.
- Certified Human Resources Professional/ Leader (CHRP/CHRL) designation considered an asset.
- Level II Occupational Health & Safety Committee Certification required or willingness to obtain within one (1) year of date of hire.
- Specialized training in human rights and duty to accommodate would be an asset.

**Experience**

- Five (5) years of relevant and progressive experience in a unionized environment preferably with more than one (1) collective agreement and in the public sector, additional minimum of two (2) years of supervisory experience. An equivalent combination of education and experience will be considered.
- Experience handling confidential and sensitive matters relating to areas such as bullying and harassment or disability and accommodation is required.
- Labour relations experience working with multiple unions, collective bargaining and administration required.

- Ability to prioritize and multi-task to meet deadlines

**Knowledge, Skills, Abilities & Competencies**

- Extensive knowledge and application of best practices in Human Resources.
- Comprehensive knowledge/application of various HR programs, policies and practices; early and safe return to work, duty to accommodate, income protection plans, workplace investigation, conflict resolution, etc.
- Knowledge of training methods including adult learning principles.
- Team oriented with proven capability to foster the desired organizational culture and outcomes through a consultative, collaborative approach.
- Excellent interpersonal and relationship management skills combined with a customer service orientation.
- Well-developed written and oral communication skills and ability to listen intently and inquire into situations.
- Ability to motivate and lead staff.
- Proven analytical and decision-making skills to examine specialized and broad problems and develop solutions and/or to address confidential and sensitive issues.
- Ability to effectively plan, coordinate, prioritize and execute tasks in a high-pressure environment.
- Ability to conduct research into legislative or policy changes and to present ideas in a professional manner while adapting messaging to diverse employee groups.
- Highly self-motivated/directed using initiative and independent thinking to respond to variables.
- Keen attention to detail for a role where quality assurance is important.
- Demonstrate integrity and discretion and safeguard confidential information.

**Technologically proficient with MS Office Suite and familiarity of Human Resources Information Systems.**

**Summary of Position Responsibilities:**

**Activity 1: Supervision (approximately 35%)**

- Direct report to the Manager of Human Resources in alignment with other Corporate Services departments, provide a planned, consistent and collaborative approach to enable HR to meet the governance and service delivery requirements of the organization.
- Provide day-to-day supervision of the Human Resources Consultants/Associate and Training Advisor.
- Train, coach and mentor Human Resources Consultants, Training Advisor and other departmental staff.
- Ensure annual work plans/objectives are in place and conduct performance management on direct reports.

- Enhance strong team culture with positive attitude and propensity to help others successfully meet goals.
- In collaboration with the HR Manager, ensure a cross-training plan is in place to support business continuity.
- Provide support and backup coverage to other department staff as requested.
- Participate in grievance, mediation and arbitration meetings as required.
- Provide advice on development/maintenance of job descriptions.
- Coach, mentor, support and influence direct reports toward achievement of corporate objectives and individual development goals to contribute to a positive work environment that maximizes productivity and service excellence.

**Activity 2: Integrated Human Resources Service Delivery (approximately 35%)**

- Supervise early and safe return to work, accommodation, disability and attendance management programs (occupational/non-occupational), focusing on prevention and intervention; actively manage complex cases.
- Oversee/monitor WSIB claims management; interact with HR Manager on Schedule 2 account management.
- Develop responsive and proactive wellness initiatives, based on analysis of metrics that provide insight to the health and wellness of the employee population (e.g. attendance data, EAP usage, etc.).
- Support facilitation and resolution of employee conflicts/issues.
- Promote consistent application of workplace investigation processes, provide advice and actively participate as appropriate, specifically but not limited to the Counties' policies on Respect in the Workplace, Misconduct /Violence and Ontario Human Rights Code Violations.
- Provide recommendations and support on courses of action when dealing with applicable employee/labour relations issues including disciplinary matters and grievance processes.
- Develop various communications to staff regarding areas of responsibility.
- Collection and analysis of HR performance metrics.

**Activity 3: Corporate Training & Development (approximately 15%)**

- Lead development, coordination, delivery and evaluation of corporate training and development plans, programs and initiatives.
- Oversee training and development tracking in the HRIS and associated records management.
- Facilitate cross-departmental input into corporate training program development and delivery (i.e. IT Service Desk team to ensure up-to-date technology learning for employees as end-users; Accessibility Coordinator for Customer Service Standards, etc.).
- Oversee the on-boarding program for new employees ensuring continuous improvement.

**Activity 4: Occupational Health and Safety (10%)**

- Support corporate health and safety programs, policies and practices to ensure a healthy workplace, safety culture and ongoing compliance with applicable legislation.

- Advise staff and management on workplace health and safety issues and obligations.

**Activity 5: General (approximately 5%)**

- Attend training seminars/conferences to broaden knowledge of current and future legislative compliance.
  - Research emerging products, services, protocols and standards in support of HR matters.
  - Participate on committees or working groups as assigned.
  - Attend job fairs and events as required.
  - Maintain good administrative and documentation protocols for position responsibilities.
  - Model corporate core values competencies: Respect, Wellness, Honesty Innovation and Accountability.
- Other related duties as requested and required.

**The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.**

**How to Apply:**

Cover letter should reference "**Competition # CS-24-121 Human Resources Supervisor, PFT**" and application must be submitted by email to [careers@uclg.on.ca](mailto:careers@uclg.on.ca) by **4:00 p.m. on /before August 15, 2024.**

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 or using the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.