

Role Description

**HUMAN RESOURCES COORDINATOR
PERMANENT FULL TIME**

Job code: 6949

Pay Grade: 5 - \$44.762 - \$52.350 hourly

Location: Central Library

Schedule: 35 hours per week, may include evenings and weekends

Start Date: As soon as possible.

POSITION SUMMARY:

We are seeking an innovative, self-directed, and results-oriented Human Resources professional who demonstrates a strategic and collaborative style in the coordination various functions within the Human Resources Department with a major focus on Health and Safety, Attendance Management and Recruitment. Reporting to the Director, Human Resources and Information Services, you will promote, facilitate and coach (employees & managers) using best Human Resources practice with all stakeholder.

KEY DUTIES & RESPONSIBILITIES:

- Act as an expert resource in Occupational Health and Safety (OHS), Disability Management and Recruitment
- Assists with developing, implementing, and maintaining organizational health and safety programs under the direction of the Director, Human Resources and Information Services
- Provides senior leadership, management, workers, Joint Health and Safety Committees with current and accurate advice.
- Conducts workplace inspections and health and safety audits, monitors compliance with legislative and corporate health and safety requirements. Encourages and promotes a high level of health & safety awareness in the corporation.
- Actively participate in full-cycle recruitment activities for vacancies, working in collaboration with the HR Clerk to screen resumes and administer testing, participating in interviews, completing references, and making recommendations to hiring supervisors.
- Manages job posting files, including all necessary data regarding job applications, recruitment processes and selection activities for an assigned portfolio. Corresponds with applicants
- Ensures recruitment processes are conducted in a bias-free manner and comply with the collective agreements, policies, procedures and relevant legislation (i.e. Human Rights code, Employment Standards, etc).

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- Provides disability and WSIB case management services from an abilities management perspective to the employees
- Manages cases, assists employees in return to work or remain at work by facilitating the employee's efforts to receive optimum medical and rehabilitative management. Manages claims, collects appropriate and relevant medical documentation, determines benefits eligibility. Seeks clarification of an employee's medical status and liaises between outside agencies and employees requiring specialized assessments and interventions.
- Develops, in co-operation with healthcare professionals, individualized return to work plans which may include work modification, work hardening, tool/equipment adaptation, graduated return to work programs, counselling and job coaching.
- Implements appropriate work accommodations, temporary or permanent, as provided for in the Work Accommodation Policy. Develops follow-up plans to monitor employee progress.
- Provide education related support and training to HPL management on OHS and disability management related matters

QUALIFICATIONS:

- Undergraduate degree in Business and/or Human Resource Management, CHRP/CHRL required or preferred
- Minimum of three (3) years of experience as an HR Generalist with expert knowledge of HR legislation (e.g., Employment Standards, Human Rights, Health & Safety, etc.) health and safety, disability management and recruitment is required.
- Demonstrated knowledge and experience in disability claims management (STD, LTD and WSIB) leading to early, safe returns to work.
- Previous experience working in a public library setting or GLAM sector (Galleries, Libraries, Archives and Museums) an asset
- Experience with and/or knowledge of Human Resources Information Systems (HRIS) and other workforce management technologies. Experience with Peoplesoft and Synerion scheduling software an asset.
- Advanced capability in office applications, including Word, Excel, Outlook and PowerPoint
- Technical knowledge of hazardous materials and regulations and ability to assess hazards, conduct workplace assessments and develop resolutions is required

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- Theoretical and practical knowledge of legislation, standards, codes, procedures and techniques related to OH&S is required.
- Problem solving skills, verbal and written communication skills, good concentration and attention to detail, high level planning and organizational skills.
- The ability to work with little supervision and independently make decisions is required.
- Demonstrated ability to build, foster and maintain collaborative relationships with clients and union partners
- Ability to function independently and as a member of a team dealing with multiple priorities in a complex environment
- Excellent interpersonal, communication and problem solving skills
- High level of composure and demonstrated ability to work under pressure in a fast paced, multi-priority environment
- Excellent written (including compositional and editing) skills and verbal communication skills
- Ability to deal with competing, challenging, and changing priorities

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

- The deadline for this application is 11:59pm on July 1, 2022
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you

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from employment or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.