

The North Simcoe Muskoka Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The North Simcoe Muskoka LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporate the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

Human Resources Generalist

This role is responsible for the implementation and ongoing coordination of human resources services in the areas of both labour and employee relations, performance management, compensation, policy development, attendance awareness, health and safety, disability management, recruitment and selection.

Key responsibilities

- Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the organization.
- Partners with management to communicate best practice Human Resources policies, procedures and programs.
- Labour/Employee Relations: Interprets various human resource policies, legislation (OLRA, ESA, OHS, Pay Equity Act, Human Rights, etc.) and collective agreements and provides timely counsel, advice and recommendations to management staff.
- Recruitment and Selection: Coordinates and participates in recruitment and selection processes including recruitment planning, job postings, interview process and guides, letters of employment and accommodation requests.
- Attendance Awareness/Disability Management: Administration of attendance awareness and disability management programs.
- Total Rewards: Assists with monitoring organizational compensation and benefits structures and interprets collective agreements provisions related to compensation, benefits, pension and salary.
- Health and Safety: Participates in the development and implementation of employee welfare, safety, wellness and health policies and programs.
- Other duties as required.

Your qualifications and experience will include

- Degree in human resources, industrial relations, business administration, or related discipline from a recognized university.
- CHRL designation an asset.
- Three to five years progressive experience in human resources advisory role and in a unionized environment.
- Knowledge of human resource practices, theories, trends and legislation in order to provide professional guidance, interpret legislative requirements, and monitor HR related activities.
- Knowledge and understanding of labour relations and union contract administration.
- Excellent verbal communication and interpersonal skills (negotiation, relationship building, presentation, conflict resolution).
- Demonstrated written communication skills to draft clear and concise correspondence, collective agreement language, and formal reports.
- Creativity, mathematical and analytical skills to interpret data, identify trends, and develop recommendations.
- Demonstrated proficiency with word processing, spreadsheet and database software, including computerized HRIS.
- Proficiency in French is an asset.
- Valid driver's license, insurance and access to a motor vehicle are required.

To apply for this position, state " HUMAN RESOURCES GENERALIST" in the subject line of your email and send with your résumé to nsm.careers@lhins.on.ca. This position will work out of our Barrie office.

The LHIN is governed by the requirements of the *French Language Services Act* and therefore encourages applications from French speaking candidates.

The LHIN is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process the LHIN requires professional references, verification of academic training, professional accreditation, plus a current Criminal Records Check.