



Human Resources Programs Specialist Full Time, Temporary Contract - Up to 12 Months (Job # 2022-072-IE)

Department:	Office of the CAO, Human Resources Division
Status:	Full Time, Temporary (Up to 12 Months)
Date Posted:	June 15, 2022
Date Closing:	June 29, 2022
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$77,322.81-\$94,075.03
Flexible Working Arrangement:	Yes

Do you have a background in Human Resources and program development? Are you looking for an opportunity to be creative, innovative, and strategic? Do you see yourself on a high functioning, collaborative team? If this sounds like you, you might be our next Human Resources Program Specialist!

Position Purpose:

Reporting to the Associate Director, Human Resources, the Human Resources Programs Specialist will manage the development, delivery and integration of the Town's Human Resources (HR) programs. In partnership with the Town's Communication team, the primary focus of this full time, temporary contract will be developing the Town's Recruitment brand-focusing on revitalizing the Town recruitment strategy by developing the Employee Value Proposition, sourcing strategy, and rebuilding the internal recruitment process. The Program Specialist will work collaboratively with the HR Team and leaders throughout the town to develop program plans and is responsible for the overall project management, solution design, implementation and generation of project and program results through data analysis and success measurements.

Qualifications and Requirements:

- University degree in Human Resources Management or related discipline.
- Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation or in progress.
- Minimum 4 years of significant experience in a broad Human Resources role.
- Previous experience in a unionized environment.
- Strong customer service orientation, interpersonal, consultative, coaching/supervisory, collaborative, project management, problem-solving, conceptual, analytical, report and policy writing and facilitation/presentation skills.
- Strong research skills to stay current on emerging trends, technologies and best practices.
- Strong project management skills, data analysis and development of KPI's/metrics.
- Fosters a cooperative team approach and positive attitude among staff; champions the vision, mission and values of the Town of Whitchurch-Stouffville as an Employer of Choice.
- Thorough working knowledge of HR practices, relevant legislation, organizational development/change management principles, knowledge of municipal functions/responsibilities and legislative framework.
- Computer literacy utilizing MS Office Suite (Word, Excel, PowerPoint), database software, internet and HRIS applications.
- Ability to communicate with all levels of staff, government, elected officials, consultants, union officials, legal counsel and the general public in a courteous and effective manner which reflects the professionalism of the organization.
- Valid Class G Drivers licence and a reliable vehicle to use on corporate business.

How to apply:

Please forward your resume in confidence by **Wednesday, June 29 at 4:30 p.m.**, identifying **Job # 2022-072-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine 14 days prior to your start date.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.