

**POSITION:** Human Resources Coordinator

**CATEGORY:** Permanent Full-Time, 35 hours/week

**WAGE:** Pay Band 10 (\$34.40/hour to \$40.24/hour)

Applications are now open for the permanent, full-time position of Human Resources Coordinator. To apply, please submit your application to [hr@westgrey.com](mailto:hr@westgrey.com) no later than 3:00 p.m. on October 17, 2025.

## **ABOUT THE MUNICIPALITY OF WEST GREY**

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

## **JOB OVERVIEW**

We are seeking a detail-oriented and proactive HR Coordinator to support the daily operations of the Municipality of West Grey. The ideal candidate will assist with the following tasks to ensure smooth and efficient HR processes.

- Complete full-cycle recruitment and selection processes in an objective and transparent manner (including preparing and posting job vacancies, receiving and pre-screening applications, circulating interview materials, administering reference checks, preparing employment offers).
- Coordinate onboarding and offboarding process, including preparing documentation and conducting orientation sessions.
- Act as primary contact for staff inquiries, concerns, and complaints for HR related matters.
- Assist in developing and maintaining HR policies in alignment with municipal bylaws and provincial legislation.
- Administer the return-to-work and workplace accommodation for all employees.
- Assist the Joint Health and Safety Committee with meetings and overall compliance with health and safety regulations.
- Organize mandatory training: WHMIS, AODA, Health and Safety and Respectful Workplace. Track employee certifications and coordinate renewals.
- Support and provide technical advice to management in handling human resources related matters.
- Digitize HR records and maintain personnel files, including but not limited to job descriptions, employment records, performance evaluations, training records.

- Support benefits administration, including enrollments, changes, and inquiries.
- Coordinate the Municipality's long-term, service awards/recognition program.
- Coordinate employee engagement initiatives, training sessions, and organizational events.
- Ensure compliance with labour laws and internal policies.
- Responsible for effective claims management.
- Collaborate with payroll and other departments to ensure accurate employee data and timely processing.
- Generate, analyze and provide HR reports on key metrics such as employee turnover, recruitment statistics, and compensation data to assist in the development of policies, procedures, programs, and services for the Municipality.
- Provide budget support to the Senior Management Team relating to staffing.
- Represents the Municipality of West Grey on the Grey County Joint Accessibility Advisory Committee.

## **JOB DETAILS**

- Completion of post-secondary education in human resources or business administration with a focus in human resources, health and safety, disability management or related discipline is required.
- Certified Human Resources Professional (CHRP), Canadian Registered Safety Professional designation, or equivalent is considered an asset.
- Certificate in Disability Management, or Joint Health and Safety Committee Certification, considered an asset.
- Minimum two years human resources experience, preferably in municipal environment.
- Working knowledge of HR legislation in Ontario, including but not limited to the Employment Standards Act 2000, Occupational Health and Safety Act, Accessibility for Ontarians with Disability Act, Ontario Human Rights Code, WSIA, other applicable legislations and regulations.

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

In addition to your qualifications, we are eager to learn about the personal attributes that will enhance our team. We are seeking someone who:

- Has the ability to build relationships.
- Has a collaborative approach and thrives in a team-oriented environment.
- Is a confident and effective communicator.
- Shows discretion and upholds the highest standards of confidentiality.
- Has strong analytical and critical thinking skills.
- Has the ability to be flexible.

## **WORKING CONDITIONS**

This position is primarily based outdoors, with duties performed in various weather conditions. Regular work hours may vary and include evenings, weekends, and holidays to accommodate facility schedules and operational needs. Flexibility in work hours is essential, as there may be times when extended hours are required to support events, training sessions, or emergencies. This role requires regular interaction with the public, and the incumbent should be prepared to manage occasional stressful situations. Physical fitness and the ability to remain alert for extended periods are crucial, along with the capacity to perform rescues and respond to emergencies effectively.

## **EQUAL OPPORTUNITY EMPLOYER**

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.