



## **REGIONAL MUNICIPALITY OF WINDSOR AND WEST HANTS**

### **Human Resources Specialist Full Time Permanent Position Job Posting**

## **BRING YOUR POSITIVE ENERGY AND BE A PART OF NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

The Region of Windsor and West Hants Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; but yet, its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun & energetic organizational culture; keep reading!

We are currently accepting applications to fill the position of Human Resources Specialist.

Reporting to the Chief Administrative Officer (CAO), the HR Specialist is responsible for the day-to-day management of the municipality's Human Resources functions, policies and Occupational Health and Safety Program, and will play a critical role in supporting staff so that we can provide the highest levels of service delivery to the community.

#### **Qualifications:**

- It is desirable to have post-secondary or equivalent certification or experience in Human Resource Management;
- Knowledge of Federal and Provincial employment laws and human rights legislation;
- Ensure high level of confidentiality;
- Strong communication skills, both oral & written;
- Strong computer skills: a high proficiency in MS Office (Word, Excel, PowerPoint and Outlook) is essential;
- Highly organized with excellent attention to detail;
- Experienced with deadline conditioned working environments;
- Hard-working, motivating, and professional

A complete copy of the job description can be obtained on any of the following:

- [www.strongerregion.ca](http://www.strongerregion.ca)
- <https://www.town.windsor.ns.ca/employment-opportunities.html>
- <https://www.westhants.ca/current-opportunities.html>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

**Position Title:** Human Resources Specialist

**Department/Division:** CAO Office

**Reports To:** Chief Administrative Officer

**Direct Reports:** No

**Classification:** Full-time

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**Position Summary:** Under the direction of the Chief Administrative Officer (CAO), the Human Resources Specialist is responsible for the day-to-day management of the municipality's Human Resources, Occupational Health and Safety Program and the development and administration of Human Resources policies. The HR Specialist will play a critical role in supporting staff so that we can provide the highest levels of service delivery to the community. To that end, the successful applicant will need to leverage their strong interpersonal communication skills, analytical problem-solving abilities, and sound base of knowledge and experience to ensure the Municipality is providing HR services that meet legislative requirements, industry standards, and stakeholder expectations.

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## **JOB DUTIES AND RESPONSIBILITIES**

- Manage all recruitment activities including participating on interview panels, development of recruitment tools and negotiation of offers with prospective staff members in consultation with the CAO;
- Prepare, maintain, and update the municipality's Occupational Health & Safety (OH&S) programs and policies to ensure compliance with legislative requirements;
- Prepare, maintain, review and update Human Resource Policies;
- Regularly review and update the Performance Management System and provide support and guidance to Directors, Managers, and Employees;
- Provide functional advice to Management, Employees and the Union with regard to employee and labour relations issues;
- Assist with the development of collective agreement proposals, participate during negotiations and provide support to the CAO and Directors with all aspects of the collective agreement, including implementation;
- Assist Directors/Managers in evaluating requests for training and education opportunities;
- Advocate on behalf of Employees for necessary or desired environmental or process changes;
- Responsible for managing, implementing, and promoting the Employee Assistance Program (EAP);
- Ensure high level of confidentiality;
- Provide employee orientation;
- Ensure legal compliance by monitoring and implementing applicable human resource federal and provincial requirements; conducting WCB and LTD investigations; maintaining records; representing the organization at hearings;
- Maintain the work structure by updating job requirements and job descriptions for all positions in-liaison with appropriate staff;
- Develop and administer customer service relationship strategy;
- Perform other job-related duties as assigned.



Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with “Human Resources Specialist” in the subject line no later than 4:30pm on Thursday, February 20, 2020 to the attention of Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality – [sthornton@town.windsor.ns.ca](mailto:sthornton@town.windsor.ns.ca)