

JOB TITLE: Human Resources Consultant JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk. **SALARY RANGE:** \$63,372 - \$79,926/yr.

POSTING DATE: January 14, 2020 CLOSING DATE: February 4, 2020

Reporting to the Human Resources Manager, the Human Resources Consultant will provide Human Resources services including staffing, workforce transition, total rewards, employee training and salary administration.

Major Responsibilities

- Responsible for all phases of unionized recruitment activities and oversees the annual seasonal staffing process
- Provide human resources expertise and consultation to management and employees
- Administer the attendance management program, which includes Short Term Disability, Long Term Disability and Return to Work programs)
- Administer Health & Dental benefits plans, pension plans for all non-unionized employees, including monthly/quarterly and yearly reporting
- Advise and assist staff with ADP Workforce Now queries and assist in maintaining the Time
 & Attendance program and the Human Resources Information System
- Administer the retiree benefit plans and paid-up life insurance programs.
- Coordinate the Professional Development program; enter and track training data, monitor the budget and coordinate and facilitate large training initiatives
- Maintain and update job descriptions, organizational charts and position status charts
- Maintain the Human Resources component for the intranet site and respond to or redirect all Human Resources inquiries from the Exhibition Place website, and assist with the onboarding program for new employees
- Assist and conduct investigations, prepare reports and maintain and update the grievance tracking report as required
- Administer employment forms for seasonal staff
- Administer all resignations and terminations process
- Assist with the annual market/pay for performance process
- Participate in special projects related to human resources management
- Assist with the initiation, development, implementation and evaluation of policies, programs and procedures related to human resources
- Maintain and update confidential employment record

Required Qualifications

- 1. Certified Human Resources Professional or equivalent combination of education and experience in a discipline pertinent to the job function.
- 2. Several years' experience in human resources in a major unionized public or private sector organization.
- 3. Experience with Human Resources Information System, ADP Workforce Now Time & Attendance system an asset
- 4. Experience in the promotional process including the management of both internal and external competitions.
- 5. Experience utilizing software packages (word processing, spreadsheets, databases and electronic mail).
- 6. Ability to conduct needs assessment and deliver training programs at all organizational levels.
- 7. Working knowledge of employment and related legislation (Human Rights Code, Employment Standards *Act*), contractual obligations, collective agreements and human resources policies and practices.
- 8. Good interpersonal skills with the ability to communicate effectively, both verbally and written at all organizational levels.
- 9. Demonstrated ability to handle confidential documents and reports.
- 10. Proven customer service skills.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca.

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.