



## Vacancy (2)

**Position Title:** Human Resources Advisor II (2)  
**Current Program:** Human Resources  
**Position Available:** ASAP  
**Position Category:** Permanent, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week) (1)  
Temporary, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week) (1)  
Up to 18-month Contract (up to March 31, 2027)  
**Reports To:** Manager, HR  
**Union:** Non-Union  
**Wage:** \$50.07 - \$56.59/hour \**Non-union salary is currently under review*  
**Office(s):** Port Hope, Peterborough or Lindsay  
**Posting ID:** 25-15035-C

## Summary of Duties:

As a strategic HR resource, the HR Advisor II provides expert advice, support and implementation of a range of HR policies and programs to support a recently merged organization as priorities, people and policies are aligned to support a unified organization.

The HR Advisor II works across all levels of the organizations and with key stakeholders including the unions, to develop, improve, implement and administer processes, policies, procedures, and practices while supporting the merged organization's priorities and plans. They will also support a culture of positive mental health and well-being (National Standard of Canada for Psychological Health and Safety in the Workplace).

## Minimum Qualifications and Position Requirements:

### **Education:**

- Relevant post secondary education in Human Resources or a related field (ideally a minimum of 3 years)
- A post-grad certificate in HR is an asset.
- Certified Human Resources Professional (CHRP or CHRL) designation is an asset.
- Specialized training or certification in Health and Safety, Recruitment, Learning & Development, Payroll, Benefits, or a related area is an asset.

### **Experience:**

- 5 years progressively responsible human resources professional experience, ideally leading HR functional areas and with a range of experiences including in health and safety, labour relations, disability management, talent management, compensation and benefits, and other related areas.

**Haliburton Office**  
191 Highland Street, Unit 301  
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1-866-888-4577

**Lindsay Office**  
108 Angeline Street South  
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1-866-888-4577

**Peterborough Office**  
185 King Street  
Peterborough, ON, K9J 2R8  
705-743-1000

**Port Hope Office**  
200 Rose Glen Road  
Port Hope, ON, L1A 3V5  
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- Proficient computers skills including in Microsoft Word, Outlook, Excel and PowerPoint
- Experience in a unionized and public-sector environment is strongly preferred.
- Experience with HR-Payroll software is required, ideally using ADP.
- Experience with talent or learning management or software is an asset.

## **Responsibilities:**

### **HR Advisor II:**

- Provides functional expertise across the HR Team and organization in a range of HR topics ensuring compliance with legislation, policies, and collective agreements.
- Advises leaders and staff on HR issues and practices, cultivating strong relationships and a positive work environment.
- Collaborates and works across the HR team to assist with projects and help advance HR priorities.
- Communicates regularly and ensures cross functional support and training, providing coverage to colleagues as required.
- Provides leadership and coaching in areas of expertise, to HR colleagues.
- Continuously builds knowledge and skills in HR and related areas along with maintaining understanding of the context and complexities of working in public health.
- Continually improve and automate systems and processes to support the organization and the HR team in meeting objectives
- Maintain accurate and complete records, respecting confidentiality, and provide reporting and analysis.
- Coach leaders and employees regarding policies and procedures, ensuring clarity and integrity of processes.
- Lead and/or participate in meetings, working groups and committees, contributing to discussions and following up on action items.
- Complete research and prepare analysis and reports/recommendations as required related to a range of HR topics.

***The HR Advisor II will provide expertise in a range of HR functions and programs which may include any combination of the following:***

### **Health & Safety:**

- Lead the harmonization of two legacy health unit health and safety programs along with related policies and procedures.
- Develop, implement and maintain policies and programs to support a comprehensive health and safety program.
- Develop and implement or ensure implementation of organizational, team and job-related health and safety training.
- Provide leadership to the health and safety committee and act as internal resource.
- Support health and safety activities and processes related to public health including mask fit testing and coordinate with program areas related to IPAC training and related procedures.
- Communicate effectively working with various levels of the organization to ensure compliance and advance health and safety awareness.
- Lead and/or support code response planning and drills.
- Ensure compliance with legislation, policies and practices including related to fire plans and evacuation procedures.

- Build excellent working relationships internally across teams and Corporate Services and externally with providers and stakeholders.

#### **Disability Management:**

- Provide expertise and lead administration related to various leaves including WSIB, Short-Term Disability and Long-Term Disability.
- Develop, implement and maintain policies and procedures related to disability management.
- Support return to work and accommodation processes including regarding other requirements for accommodations (i.e. family status).
- Provide consultation regarding work routines and physical demands and coordinate ergonomic assessments.
- Support absence/attendance management policies and programs and reporting.

#### **Employee and Labour Relations:**

- Develop good working relationships with union representatives, communicating effectively and regularly.
- Ensure clarity of roles and processes to support employee performance, well-being and safety and ensure appropriate union representation when appropriate.
- Ensure compliance with and effective interpretation of policies and collective agreements, contributing to labour management discussions and grievance resolution as required.
- Provide timely and accurate advice and support across a range of topics including being responsive to concerns and questions.

#### **Talent Management:**

- Lead the development, implementation and maintenance of talent management policies and programs that attract, develop and retain employees, to support current and future organizational needs, aligned to organizational values.
- Ensure inclusive and comprehensive recruitment and selection approaches
- Develop plans and strategies to recruit proactively and effectively including leading workforce planning activities and developing and maintaining succession management plans.
- Lead and/or assist with updates to job descriptions.
- Evaluate talent management activities, monitoring related data and trends and identifying strategies to improve effectiveness.
- Adapt process and systems using technology to advance talent management approaches.
- Ensure orientation and onboarding processes remain current and accessible and help drive employee engagement and success.
- Develop learning and development strategies to support organizational, team and job specific learning while supporting compliance training and organizational initiatives.
- Use software and tools to automate internal processes and streamline leader and staff engagement in processes.

#### **Recognition and Rewards:**

- Lead and/or support the development of total rewards policies and approaches that support employee satisfaction and engagement.
- Evaluate policies and programs, monitor trends and assist with implementation and maintenance of policies and programs related to compensation, benefits, leave entitlements, employee recognition, long service recognition, and related policies and programs.

- Contribute to employee engagement policies and activities including surveys and events.
- Provide advice related to complex benefits and pension matters.
- Participate in benefit renewals and evaluation of existing rewards programs and approaches.

**Other :**

- Work with all levels of the organization to ensure that tools and policies are aligned with the organizational strategic plan, enhance employee engagement, and improve organizational culture.
- Listen and respond to concerns in a professional, respectful and timely manner; provide coaching and support to help promote a balanced and positive workplace culture.
- Respond appropriately to employee issues by consulting with relevant stakeholders collaboratively, determining strategies and action plans to address conflicts.
- Model, support, and endorse Ontario Public Health and organizational values and change initiatives.
- Complete special projects including completing a range of project management activities such as planning, communications, establishing and meeting timelines, involving stakeholders and providing regular updates.
- Develop solutions by collecting and analyzing information and recommending courses of action.
- Maintain filing systems and databases according to established policies, procedures and practices by developing methods or formats for storing files and data.
- Other duties as assigned.

**Required Technical Competence:**

Demonstrated effective working knowledge, expertise, practical application related to:

- Proficiency in the use of HRIS programs (i.e. Workforce Now/ADP) at an advanced level.
- Proficiency at an intermediate level in the use of internet, various computer programs in a Windows environment (e.g. Excel, Word, PowerPoint), and other office programs and equipment; to use computer spreadsheets and relevant accounting software programs at a proficient level.
- Processing benefits and pension, preferably OMERS experience.

**Required Soft Skills:**

Demonstrated efficient and effective ability to:

- **Commitment:** Commit to organizational vision, mission and values.
- **Integrity and Professionalism:** Demonstrate integrity and a high degree of professionalism when interacting with others. Practice ongoing tact, good solid judgement and diplomacy in all employment related engagements while maintaining confidentiality.
- **Adaptability and Time Management:** Adapt and respond to changing priorities, technologies and requirements. Balance numerous tasks as needed. Be flexible, strong time-management and organizational skills; set and reset priorities as needed, managing conflicting demands; in a dynamic environment where priorities continually fluctuate.
- **Accountability and Ownership:** Take ownership of personal workload and work. Ensure deadlines are met and work is completed promptly, accurately, and with quality in mind.

- **Analysis and Attention to detail:** Have strong analytical skills. Ability to research for relevant data and provide meaningful interpretation. Attention to detail and the pursuit of quality of assignments.
- **Building Relationships:** Establish and maintain positive working relationships and be approachable to others, both internally and externally. Liaise successfully with service providers to communicate Haliburton Kawartha Northumberland Peterborough Public Health's needs articulately and to obtain the necessary quality services on behalf of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough, and concise manner while responding in a timely fashion. Using appropriate and effective communication tools and techniques. Practice positive interpersonal and communication (written, oral, body language) skills.
- **Leadership and Teamwork:** Work well with a wide range of individuals to provide support, coaching, encouragement and direction. Works cooperatively and effectively with others to reach a common goal. Has self-direction, and ability to work collaboratively in a team environment as well as independently with initiative and minimum supervision.

### **How to Apply:**

- Apply in writing via email to [jobs@hkpr.on.ca](mailto:jobs@hkpr.on.ca)
- Include your name, the position classification, and the posting ID in the email subject line: Example: "Jane Smith, Public Health Inspector, 24-4001-IE"
- Attach a **single file** (doc, docx, or pdf) including your cover letter and resume, which addresses the qualifications noted above.

Haliburton Kawartha Northumberland Peterborough Health Unit is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

The Health Unit requires all employees to provide proof of vaccination of a COVID-19 vaccine series or a valid medical exemption. Candidates selected for an interview will be asked to provide their official documentation.

Please note that only applicants to be given further consideration will be contacted for an interview.

**Posting ID:** 25-15035-C

### **Applications to be received no later than:**

Tuesday, August 12, 2025 by 4:30 PM

*\*Please note that applicant screening may begin on August 5, 2025*

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