

## WORKPLACE SAFETY AND PREVENTION SERVICES

**JOB TITLE:** Human Resources Generalist  
**POSITION OPENINGS:** 1  
**LOCATION:** **Currently fully remote** - Head Office roles can be performed from home or our well-appointed Mississauga office.

### **Role Purpose:**

Reporting to the Manager, Human Resources Operations, the HR Generalist provides subject matter expertise, consultation and implementation on a variety of HR programs, policies and practices.

### **Responsibilities:**

- **HR advice and consultation:** Advise internal managers on a variety of talent matters including recruitment and selection, new hire orientation, compensation, employee relations and performance, compliance, policy administration, team effectiveness and ad hoc requests.
- **Recruitment:** Participate in recruitment activities as a partner to hiring managers.
- **Projects:** Lead and/or participate in various HR projects and initiatives. May identify project scope, conduct research, make recommendations, and compose communication plans.
- **Annual activities:** Implement recurring annual HR activities including the performance management cycle, annual time off communication, salary increase process and market studies, and benefit plan review.
- **Systems and process improvements:** Continually evaluate internal processes, systems and practices to ensure the most suitable technology available and are efficient, simple and effective. Look for ways to reduce administrative burden for the HR function including manual and repeat workflows.
- **Disability and occupational claims management:** Communicate with claimant, prepare required documentation, guide the process, communicate with provider, and participate in the administration of short and long term disability claims. Prepare required WSIB documentation and manage claims.
- **Conflict resolution:** Provide advice to various parties and participate in conflict resolution where appropriate.
- **Policies:** Assist with the development, modification, and administration of policies and procedures on a regular review cycle.
- **General Administration:** Complete regular administration related to areas of responsibility. Complete needed documentation, maintain routine HR or other related ad hoc reports.
- **Contributes to a healthy & safe work environment:**
  - Adheres to WSPS policies, procedures, process fact sheets, guidelines and business rules established in the WSPS quality Management system which ensures the achievement of our quality goals.
  - Contributes to promoting a healthy and safe culture, and links efforts to the WSPS Managed system approach (Plan, Do, Act, Check, Continuous Improvement Cycle).
  - Accountable for ensuring staff adheres to WSPS Quality Management system (policies, processes, and procedures) and WSPS health, safety, and wellness practices.

**Skills, Knowledge, Expertise:**

- Business degree with an HRP certification
- 3 years of related experience
- Previous experience and expertise in at least three areas out of the following: recruitment, talent management, compensation/total rewards, employment policy, DEI, employment law, HR systems, manager consultation, change management.
- Strong excel skills
- Strong writing skills
- Highly organized, attention to detail
- Ability to define solutions using sound HR principles, in sometimes complex situations
- Willingness and ability to lead meetings and information sessions
- Ability to gain trust and respect as a subject matter expert
- Sensitivity and ability to professionally and respectfully handle difficult situations

**Additional Requirements:**

- WSPS offers flexible work arrangements. Head Office roles can be performed from home or our well-appointed Mississauga office. Candidates are required to reside in the province of Ontario, maintain a private and safe workspace and have a high-quality internet connection.

**APPLICANT INFORMATION**

**Deadline for Application:** February 1<sup>st</sup>, 2023 by 11:59pm EST

**Applications are to be forwarded to:** [careers@wsps.ca](mailto:careers@wsps.ca)

**Complete application will include:** Cover letter & Resume referencing the job title in the subject line

WSPS is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSPS will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted.