



HUMAN RESOURCES OFFICER (2 POSITIONS)

The City of North Bay is inviting applications for two (2) positions of Human Resources Officer, reporting to the Chief Human Resources & Information Officer. The HR Officers provide support to all levels of the organization with regard to labour relations as well as employment services, with the goal of integrating effective human resources management with daily operations.

The HR Officers provide ongoing consultation, advice and guidance to all levels of the organization regarding effective employment strategies and labour relations. The HR Officers assist the Chief Human Resources & Information Officer with collective bargaining and collective agreement, grievance, mediation and arbitration administration. The HR Officer is also responsible for all stages of the recruitment and selection process for the City and fulfills the needs of the HR Department with regard to reporting, surveys and statistics.

Qualifications:

- Post-secondary education with a specialization in Human Resources combined with 3-5 years relevant experience, preferably in a unionized environment
- Sound knowledge of relevant legislation
- Demonstrated ability to think critically and to challenge normally accepted practices in the workplace and to explore and recommend new ideas
- Demonstrated ability to develop excellent working relationships and to promote organizational goals and objectives through effective communication
- Demonstrated excellent organizational skills
- Demonstrated excellent written and verbal communication skills

The following will be considered an asset:

- Certified Human Resources Practitioner

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter, in confidence, no later than **4:30 p.m. Friday, July 12, 2019** to:

Email: staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer