

## JOB POSTING #2024/049

### POSITION:

Human Resources Coordinator, Talent Management – Human Resources - Management/Non-Union

### HOURS OF WORK:

Temporary – Full-Time – 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

As Soon As Possible until December 31, 2025 (Subject to Change)

### LOCATION:

Main Office – North Bay

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

Reporting to the Manager, Human Resources, the Human Resources Coordinator, Talent Management is responsible for delivering the complete recruitment and selection cycle and provides service that is consistent with the mission, vision, values, objectives, policies and standards of the Board of Health. The Human Resources Coordinator's responsibilities include preparing job postings, screening resumes, developing interview questions, chairing selection committees, facilitating candidate testing, checking references, preparing offer letters, maintaining intranet and website content, and tracking new hire documentation. Other areas of involvement include coordinating and participating in career fairs, coordinating unpaid student placements, responding to general inquiries regarding recruitment and selection, assisting with the maintenance of the Human Resources Information System (HRIS), tracking staffing changes, procedure development, and assisting the team with various administrative duties. The incumbent will provide back-up coverage to other staff in Human Resources.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Three-year diploma or degree in human resources, business administration, or in a related discipline from a recognized post-secondary educational institution or equivalent or a combination of education and experience
- Five years recent relevant human resources experience working in a recruitment and selection environment
- Experience working in a multi-union/non-unionized environment
- Demonstrated knowledge of applicable legislation, best practices and collective agreements as it relates to recruitment and selection
- Demonstrated knowledge of applicable best practices and legislation, i.e., *Occupational Health and Safety Act*, *Workplace Safety and Insurance Act*, *Employment Standards Act*, *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*.
- Knowledge and skills related to creating and editing electronic documents and web content in compliance with best practice standards and in compliance with the (*Accessibility for Ontarians with Disabilities Act*) AODA

- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, Adobe Acrobat, and HRIS. **Please Note:** Formal proficiency test will be done to evaluate proficiency level in Microsoft Word
- Excellent interpersonal verbal and written communication skills, with the ability to clearly communicate expectations and decisions
- High attention to detail to ensure accurate delivery of service
- Excellent time management skills and proven success in consistently meeting deadlines
- Demonstrated ability to interact with staff, colleagues, and management in a respectful, empathetic, and professional manner
- Shows discretion and appropriately handles confidential and sensitive information
- Ability to demonstrate initiative, flexibility and work under pressure
- Ability to work independently, and be self-motivated and self-directed, while being able to work in a collaborative manner
- Ability to problem solve and deal with stressful situations
- Ability to support and project values compatible with the organization
- Demonstrated commitment to continuous learning and quality improvement
- Committed to providing exceptional customer service
- Ability to work flexible hours to meet service needs and respond to work assignments on short notice

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

#### HOURLY RATE:

Minimum \$35.46 to Maximum \$41.72 (Pay Band 3) plus 4% vacation pay and 4% public holiday pay

#### CLOSING DATE:

Wednesday, January 8, 2025, at 4:00 p.m.

#### APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2024/049

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

**Please Note:** If you did not receive a confirmation email that your resume/application has been received, please contact

Wendy Moore at [wendy.moore@healthunit.ca](mailto:wendy.moore@healthunit.ca) for confirmation.

**Once posting is closed, please refer to website for status of job posting.**

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[myhealthunit.ca](http://myhealthunit.ca)

📍 345 Oak Street West,  
North Bay, ON P1B 2T2

📞 1-800-563-2808  
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,  
Parry Sound, ON P2A 2L7

📞 1-800-563-2808  
705-746-5801

📠 705-746-2711