



Human Resources Generalist

HOURS OF WORK: 35 hours per week

SALARY: Commensurate with qualifications and experience.

Basic Function: Reporting to the Human Resources Manager, this position is responsible for providing co-ordination and operational support for the overall Human Resources function, including assisting with the development and delivery of training programs and orientation, selection and recruitment, contract administration and Human Resources functional, transactional and administrative duties. This position is also responsible for assisting and providing support in implementing the Strategic Plan.

Responsibilities

Provides support in maintaining the Human Resources Information System and record systems within the Branch.

Ensures that all Human Resources documentation for non-permanent staff is prepared and processed in a timely manner, including correspondence, memorandums and reports.

Co-ordinates recruitment process for non-permanent staff, including assisting management with the development and consistency of interview questions, candidate communication, conducting interviews as required, conducting reference checks and advises on recommendations for hire. Assists with permanent recruiting as required.

Prepares internal job postings, as well as external job advertisements and makes necessary arrangements to advertise in various avenues including trade magazines, social media and websites.

Coordinates the Toronto Zoo Co-operative Education program in collaboration with other branches to ensure compliance and provide education opportunities to students.

Ensures all persons involved in the hiring procedure comply with acceptable practices and Zoo policy.

Records minutes or notes at meetings or grievance hearings as required.

Responds to telephone enquiries regarding credit/reference checks, employment opportunities or personnel related matters as required.

Ensures that Management receive forms for non-permanent employee changes and complete evaluations in a timely manner and follows up on same.

Responds to Management or staff regarding matters pertaining to employment legislation or the collective agreement and policy administration.

Co-ordinates/delivers orientation sessions for non-permanent staff and assists HR Consultant with permanent staff orientations.

Assists with the preparation and presentation of staff training programs including maintaining the LMS and developing on-line training modules.

Attends job fairs and community events to promote employment opportunities at the Zoo.

Coordinates and prepares paperwork and final documentation for wage subsidy/grant programs.

Assists guests on-site as required and ensures excellent customer service is provided by Zoo staff.

Assist with Human Resources supported events including coordination and execution.

Other related duties as requested by Manager of Human Resources.

Qualifications

Possess a diploma or degree in human resources at the post secondary level combined with a minimum 5 years' previous Human Resources experience or the equivalent training and experience. CHRL designation is an asset.

Must possess a minimum 2 years' proven experience in selection and recruitment.

Experience in a unionized environment required.

Experience with grant/wage subsidy programs an asset.

Excellent organizational skills, integrity, and professionalism.

Possess good office skills, including the ability to take accurate notes or minutes.

Must be proficient in the use of computers, including HRIS, LMS, eLearning authoring tools and Microsoft suite of programs including Excel, Powerpoint, Word and Email.

Outgoing personality, able to deal with both public and staff in a courteous efficient manner.

Solid working knowledge of employment and related legislation such as the Labour Relations Act, Human Rights Code, Employment Standards Act, Collective Agreements and human resource policies and practices.

Excellent verbal and written communication, presentation and human relation skills.

Must be self-directed and capable of working with minimum supervision.

CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.

If interested in this position, please submit your resume and cover letter no later than Tuesday, September 24th, 2019 to*:

Email: hr@torontozoo.ca

* Please state "Application for Human Resources Generalist" in the subject line of your application.

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

The Toronto Zoo provides accommodations for individuals with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.