

HUMAN RESOURCE GENERALIST

BASED IN KENORA, ONTARIO

Our client, Treaty Three Police Services is seeking a **Human Resource Generalist** to lead their human resource programs and initiatives.

Reporting directly to the Police Chief, the **Human Resource Generalist** is responsible for coordinating the implementation of services, policies and programs for personnel throughout Treaty Three Police Services in addition to assisting and advising employees and managers about employment issues.

The **HR Generalist** originates and leads HR practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of an outstanding team.

Responsibilities:

- Create, maintain, and participate in the impartial hiring process for all incoming personnel of Treaty Three Police Services (uniform, guards, students, and volunteers) to ensure consistency and equity – develop procedures to remove bias and subjectivity from the selection process
- Create, maintain, and participate in the development of Job Descriptions and Evaluation Systems for all employees
- Create, maintain, and participate in a training and continuing education schedule for all employees for Treaty Three Police Services – maintain a data base of all training requested, attended, denied and completed for future reference
- Coordinate with insurance/benefit providers and employees when returning from extended leave on return-to-work plans
- Participate and provide advice in accordance to legislation and regulation while negotiating collective agreements between employees, management, and the Board – monitor and track grievances/complaints between employees and management
- Maintain databases of evaluations, attendance, training, applications, etc. and prepare reports and statistical analysis for the annual submissions that are a requirement to funders/Service Canada; also assist in identifying areas where Treaty Three Police Services may improve
- Coordinate with employees, management and the Board to create a healthy workplace environment for all employees and volunteers of Treaty Three Police Services – may include cultural events, luncheons, and fitness challenges



TREATY THREE POLICE

For more information, please visit:

<http://bit.ly/T3PS-HRG>

SKILLS & QUALIFICATIONS

- Must possess cultural sensitivity and a familiarity with the Treaty Three area
- Keen understanding of Indigenous customs and cultures
- 5-8 years' experience in a similar Human Resource role
- Post-secondary education relating to HR, or a willingness to enroll to broaden knowledge
- Knowledge of relevant Acts and employment laws and regulations (WSI Act, Human Rights Act, etc.)
- Demonstrated ability to motivate, collaborate, and lead a diverse team
- Highly organized with the ability to prioritize in a changing environment
- Must handle confidential matters with discretion
- Strong interpersonal and communication skills
- Proficient in MS Office Suite
- Must be willing to travel
- Able to deliver friendly, courteous, and prompt employee relations
- Able and willing to work cooperatively across a multi-site organization

If you would like more information about this position or Treaty Three Police Services, please visit <http://bit.ly/T3PS-HRG> or contact Lisa Cefali, Partner, Executive Search & Strategic Development – (204) 934-8833.

If you believe you can make a strong contribution to this organization as the Human Resource Generalist, please submit your resume in confidence to Lisa.Cefali@legacybowes.com quoting #183219.

