



# Human Resources Representative

City of St. Catharines, Corporate Support Services

**Join us to shape the future of St. Catharines!**

## **About the City:**

In the city of St. Catharines, we are committed to realizing the vision outlined in [The City of St. Catharines - Strategic Plan 2023 to 2027](#). Our goal is to cultivate a city that thrives on safety, innovation, sustainability, and caring, not just for today, but for generations to come. Join our team and be part of a meaningful journey to shape the future of our community, leaving a lasting impact that extends far beyond the present.

## **About the Role:**

As a dedicated member of our Human Resources Team, this role provides support with Health and Safety and Disability Management but it will also support across all HR functions in recruitment, labour relations, training and development, and compensation and benefit administration. This position ensures seamless operations while delivering exceptional service to both internal and external stakeholders.

## **What You Will be Doing:**

### **Health and Safety:**

- Review, research, and update health and safety policies.
- Support health and safety initiatives, including booking medicals and hearing tests.
- Support training initiatives, including updating content, deliverables and being on-site to help facilitate.
- Assist with site visits, investigations, and inspections.
- Record incidents in Parklane and other relevant systems as necessary.
- Generate reports and audit incident information.
- Assist with the rollout of the new electronic incident reporting system.

### **Disability Management:**

- Review daily absence reports and determine next steps in accordance with policies.
- Monitor daily COVID screening failures and follow up with staff according to Public Health guidelines.
- Assist with paperwork submissions to third parties such as WSIB, OMERS, and long-term disability providers.
- Support the return-to-work process, including communication and documentation.

- Review absenteeism information against standards and assist with the attendance management program.
- Complete administrative tasks related to employee absences, such as preparing change of status reports for payroll.

**Other Duties:**

Provide support to the HR team with a range of duties, which may include:

- Assisting with recruitment activities, such as job postings and interview scheduling.
- Acting as a backup for scheduling grievance meetings.
- Assisting with special HR projects and handling various administrative tasks as needed.
- Performing data entry and managing records.
- Delivering exceptional customer service to internal and external stakeholders.

*These responsibilities outline the principal functions of the position and serve as a guiding vision for the role's impact and contribution.*

**About You:****Qualifications:**

- University degree in Human Resources Management, Business Administration, or Industrial/Labour Relations is required. Post-secondary education in health and safety management is preferred.
- Completion of coursework for a professional HR designation (e.g., CHRP).
- Three years of related HR experience, preferably in a unionized environment.
- Experience working with external agencies such as the Ministry of Labour and Workplace Safety and Insurance Board.
- Strong knowledge of relevant Acts and regulations (e.g., OHS, ESA, LRA, Human Rights Code, WSIB, Pension and Benefits Act, AODA).

**Other Requirements:**

- Valid Ontario Driver's Licence, Class "G", and access to a reliable vehicle for travel between City work locations is required.
- Proof of education will be required upon hire.

**Skills:**

- Self-motivated with proven initiative and strong multitasking abilities.
- Demonstrates professional customer service skills, effective communication, and strong attention to detail.
- Demonstrated proficiency in Microsoft Office Suite, website maintenance, and quick adaptation to new software.
- Works effectively in a team environment, liaising with internal and external stakeholders while maintaining strict confidentiality and integrity in handling sensitive information.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

## **What's in it for you:**

- **Salary & Benefits:** Get a competitive salary plus health, dental, vision, and life insurance coverage (for eligible positions).
- **Pension Plan:** Enjoy enrollment in the OMERS pension plan with matched contributions for a secure retirement. Learn more at [OMERS](#).
- **Flexibility:** Achieve work-life balance with our hybrid work environment (for eligible positions).
- **Professional Development:** Access training and development funds to support your career growth.
- **Make Your Mark:** Share your ideas, drive change, and leave a lasting impact through modernization efforts.
- **Great People:** Work with a supportive team and a leadership team focused on growth and success.

## **Other Job Details:**

- **Salary Range:** \$74,256 - \$86,887
- **Employee Group:** Non-union
- **Department:** Corporate Support Services
- **Position Type:** Contract, Full-time (ending December 2026)
- **Work Mode:** Hybrid
- **Hours of Work:** 35 hours per week
- **Number of Openings:** 1
- **Job ID:** 2025-68
- **Posted Date:** February 20, 2025
- **Application Deadline:** Open until filled

## **Additional Information:**

To ensure fairness and efficiency in our recruitment process, we kindly request that all applications be submitted through our official portal at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). Applications received through other channels will not be considered. We also advise applicants to maintain up-to-date contact information and regularly check their spam and junk email folders, as important communications regarding their application may be directed there.

For applicable positions, the recruitment process will be conducted using video conference technology. Please note that for certain roles, in-person interviews may be required.

They City of St. Catharines does not use AI Technology in any part of the recruitment process.

## **Employment Equity, Inclusivity and Accommodation:**

Dedicated to fostering an inclusive and accessible work environment, the City of St. Catharines is an equal opportunity employer committed to accommodating the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). We encourage applicants to inform the Human Resources Division of any accessibility needs to ensure they are accommodated throughout the recruitment and selection process.