



Town of Whitby Employment Opportunity

Employee Services Associate (Contract)

The Town of Whitby, Durham's Business Centre, a rapidly expanding and progressive community with a population of 130,000 and located approximately 50 km east of Toronto, is currently seeking a highly motivated and energetic individual for this challenging opportunity. This is a contract position with an expected duration of fourteen (14) months.

Reporting to the Supervisor of Human Resource Services, the Employee Services Associate delivers a full range of services with a focus on coordinating and implementing corporate recruitment, selection and retention strategies that are compliant with all relevant employment legislation and Collective Agreements. In addition, your duties include providing pro-active advice, guidance, and support to others within the division on a range of human resources issues, as required.

As the successful applicant, you possess:

- a post-secondary degree in Human Resource Management, Business Administration or a related discipline;
- Certified Human Resources Leader (CHRL) designation,;
- a minimum of five (5) years' related experience in a variety of HR functional areas, preferably in a municipal environment;
- experience handling challenging human resource issues in a diverse and dynamic unionized environment;
- proficiency in all aspects of the recruitment process, including designing and administering applicant assessments (e.g. interviews, written tests), analysing results, and negotiating employment contracts;
- experience managing within the scope of collective agreements, while maintaining compliance with relevant employment legislation, corporate policies and procedures and understanding of how decisions may impact the organization overall;
- highly effective presentation and communication skills, along with superior research and analytical skills, with an emphasis on meeting or exceeding client expectations
- ability to prioritize and manage a demanding workload with tight deadlines
- strong interpersonal skills to establish effective working relationships and respond professionally to sensitive situations with staff and the public;
- effective problem solving skills with the ability to act independently to collect and analyse relevant information to solve problems and make decisions that achieve optimal organizational results;
- proficient in the use of computer applications including Microsoft Office, Internet and HRIS;
- a valid unrestricted Ontario Driver's Licence (minimum Class "G") maintained in good standing with access to a personal vehicle for business use.

Salary: Salary subject to skills, abilities and qualifications.

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m., plus additional hours as required.

Application Deadline: Friday, August 14, 2015

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 15-TM001-308D

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human

Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Town of Whitby is an equal opportunity employer.