



Ontario First Nations  
Technical Services  
Corporation

## **Employment Opportunity: SENIOR HR GENERALIST – Toronto**

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The OFNTSC requires the services of a Senior HR Generalist to assist the OFNTSC Executive Director. The position will be located in the Toronto Office.

Under the direction of the Executive Director, the Senior HR Generalist is responsible for leading the people systems, workforce planning and the delivery of the day to day human resource functions of OFNTSC including, but not limited to recruitment, training, employee relations, health and safety, compensation and benefits administration, performance management, employee engagement and rewards & recognition and policy recommendation, in a manner that is consistent with OFNTSC culture and values. Strict confidentiality must be recognized and maintained at all times.

### **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**

- Administers policies and procedures relating to all aspects of HR activity and recommends policy updates in consultation with the Executive Director;
- Ensures that HR policies are administrated consistent with OFNTSC values and remain aligned with current labour laws and the OFNTSC strategic plan;
- Monitors and identifies legal requirements and government reporting regulations affecting HR functions and ensures OFNTSC policies, procedures, and reporting are in compliance;
- Provides support and advice to management on employee relations and performance management issues;
- Responsible for the effective delivery of OFNTSC Wellness and Workplace Safety and Health programs;
- Oversees maintenance and integrity of personnel information through HRMS and other systems;
- Investigates employee concerns / harassment issues and employee relations issues;
- Conducts workplace investigations in accordance with employment standards regulations;
- Responsible for HR related functions including: recruitment; on-boarding; training employees and performance management;
- Responsible for the maintenance and accurate processing of employee timesheets and payroll system.
- Manages the processing of employee departures, LOA's, return to work and workplace accommodations;
- Conducts exit interviews for employee departures;
- Oversees the OFNTSC employee reward and recognition and employee engagement initiatives
- Oversees the maintenance of the HRMS including performance review software;
- Collaborates with external suppliers to provide HR services such as training, employee assistance, relocation;
- Oversees the production of statistical reports, analysis, statements summaries;
- May act as the OFNTSC Internal Privacy Officer;
- Assists and or contributes to the preparation of an annual work plan and budget;
- Ensures the secure handling and storage of confidential documents; and
- Travel as required.

### **QUALIFICATIONS:**

- Post-secondary education in a relevant discipline and 5 years related experience or equivalent combination of education and experience
- CHRP or CPHR designation is desired
- Supervisory or managerial experience is required
- Experience with an Aboriginal organization and culture is an asset
- Proficiency with Internet, E-mail and other business-related computer software is required, including HRMS

### **CLOSING DATE: SEPTEMBER 12, 2018 at 4:30 p.m. (EST)**

Please mark clearly on subject line of the email “**SENIOR HR GENERALIST**” and send your cover letter and resume and in one (1) PDF file labelled [**LASTNAME\_FIRSTNAME\_HR GENERALIST**] to:

**Melanie Debassige, Executive Director**  
**Ontario First Nations Technical Services Corporation**  
111 Peter St., Suite 606  
Toronto, ON, M5V 2H1  
[MDebassige@ofntsc.org](mailto:MDebassige@ofntsc.org)