



Administration
Manager of Human Resources / Health & Safety
Permanent – Full Time (40 hours/week)

Department: Administration
Division: Human Resources / Health and Safety
Reports To: Chief Administrative Officer
Starting Date: As soon as possible

Offering both a small urban and a rural countryside experience, North Middlesex is home to 6,700 residents and growing! We are a community of abundant talent, rich history, natural beauty, and bountiful resources. Working within our Strategic Plan, to lead, live and invest in a dynamic, inclusive community, and committing to our values of Community, Integrity, Innovation, Collaboration and Stewardship.

Position Summary

Reporting to the Chief Administrative Officer (CAO), the Manager of Human Resources and Health & Safety provides professional and confidential leadership and oversight to the Municipality's human resources and occupational health and safety functions. This role is responsible for strategic human capital planning, employee and labour relations, policy development, performance management, health and safety compliance, training, and compensation and benefits. The Manager ensures compliance with relevant legislation and promotes a healthy, respectful, and safe workplace culture.

Qualifications and Experience

Education (degree/diploma/certifications)

- University degree or college diploma in Human Resources, Business Administration, or related field.
- Certified Human Resources Professional (CHRP) designation (CHRL an asset).
- Canadian Registered Safety Professional (CRSP) certification considered an asset.

Experience

- Minimum five (5) years of progressive experience in human resources and health & safety in a municipal or public sector setting preferred.

Skills and Abilities

- Thorough knowledge of labour legislation (ESA, OHSA, LRA, OHRC, etc.) and HR best practices.
- Proven leadership, organizational and conflict resolution skills.
- Demonstrated ability to manage confidential and sensitive matters with discretion.
- Excellent written and verbal communication skills.
- Strong computer skills (MS Office, HRIS, payroll systems; experience with Laserfiche, Keystone, or CityWide an asset).

Hours & Conditions of Work

Normal work hours are Monday – Friday – 40 hours per week.

What we Offer:

- Compensation – \$90,646 - \$106,038
- Comprehensive health and dental benefits
- Participation in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee Family Assistance Program
- Ongoing training and development

Submission of Application:

carolynt@northmiddlesex.on.ca

Closing Date: Friday, June 20, 2025 – 12:00 p.m.

A complete position description can be viewed on the North Middlesex Website. We thank all candidates in advance. However, only those candidates selected for an interview will be contacted.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.