



EMPLOYMENT OPPORTUNITY

Human Resources Advisor (Permanent, Full-Time)

About Middlesex County

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

Working at Middlesex County

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

Position Overview

Reporting to the Director of Human Resources, the Human Resources Advisor is an integral member of the HR team by supporting the day-to-day HR functions by providing advice, guidance and support to employees and management on full-cycle recruitment and selection, employee wellness, health and safety, disability management, training and development, labour and employee relations.

This position provides internal customer service support and helps drive HR excellence and process improvement with the Director of Human Resources to enable Middlesex County to deliver exceptional service to the public. This position provides HR support to a variety of service delivery areas in Middlesex County, including County Administration, Middlesex County Library, Strathmere Lodge and Middlesex-London Paramedic Service.

Qualifications

- 2-year post-secondary education from an accredited institution with a focus on Human Resources, Industrial Relations or related discipline.
- Certified Human Resources Professional (CHRP) or working towards attaining the accreditation, preferred.
- 4 to 5 years of practical experience in the human resources and/or labour relations; preferably in a municipal or government environment.
- Experience in both unionized and non-unionized environments is an asset.
- A valid driver's licence and access to a vehicle.

- Current Criminal Record Check that is satisfactory to Middlesex County.

Additional details and a full job description are available at www.middlesex.ca.

Location

The position will mainly work at the Middlesex-London Paramedic Service headquarters located at 1035 Adelaide Street South, London, Ontario, with some opportunity for remote work.

What We Offer

- Competitive compensation: the pay rate for this position is \$48.89 to \$57.19 per hour for 35 hours per week
- Comprehensive health and dental benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Jessica P. Ngai, Director of Human Resources**, by email at hr@middlesex.ca by **4:30 p.m. on September 22, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

Accommodations

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Additional Information

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.