

## DIRECTOR OF HUMAN RESOURCES

<b>Employment Status:</b>	Permanent, Full-time
<b>Compensation Range:</b>	\$85.76 to \$100.33 per hour / 35 hours per week
<b>Location:</b>	London, ON
<b>Union/Non-Union:</b>	Non-Union

### POSITION OVERVIEW

The Director of Human Resources provides strategic leadership for all aspects of human resources management, ensuring that human resources strategies align with organizational goals and priorities. This role oversees labour and employee relations, policy and program development, corporate health and safety, disability management, employee learning and development, compensation and benefits administration, recruitment, and pay equity. The Director fosters a positive, inclusive, and accountable workplace culture, drives workforce planning and organizational development, and partners with senior leadership to build a high-performing and engaged workforce.

### QUALIFICATIONS

- Bachelors degree in Human Resources, Industrial Relations, Business Administration, Public Administration, or a related discipline.
- Certified Human Resources (CHRP) or working towards attaining the accreditation.
- 10+ years of practical experience in the human resources and labour relations field.
- Knowledge of relevant legislation, statutes and regulations related to municipal and program specific operations including the Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Pay Equity Act and the Labour Relations Act.
- Possess and maintain a valid Class "G" Ontario driver's licence and have access to a personal vehicle for work-related purposes.
- Current Criminal Record and Judicial Matters Check that is satisfactory to Middlesex County.

### WHY CHOOSE 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 with 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.

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.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on **October 15, 2025**.

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.

### WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Comprehensive Health and Dental Benefits
- Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

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.



## **MIDDLESEX COUNTY POSITION DESCRIPTION**

<b>TITLE:</b>	Director of Human Resources
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Chief Administrative Officer
<b>POSITIONS SUPERVISED:</b>	Senior HR Advisor; HR Advisor; Talent Acquisition Associate; Safety & Standards Officer; Human Resources Coordinator

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### **POSITION SUMMARY**

The Director of Human Resources provides strategic leadership for all aspects of human resources management, ensuring that human resources strategies align with organizational goals and priorities. This role oversees labour and employee relations, policy and program development, corporate health and safety, disability management, employee learning and development, compensation and benefits administration, recruitment, and pay equity. The Director fosters a positive, inclusive, and accountable workplace culture, drives workforce planning and organizational development, and partners with senior leadership to build a high-performing and engaged workforce.

### **PRIMARY DUTIES & RESPONSIBILITIES**

1. Provides leadership and direction to the Human Resources department, comprising of:
  - a) employee and labour relations.
  - b) occupational health and safety and employee disability management.
  - c) staff development services, including orientation and training, performance management and employee and leadership development.
  - d) staffing related services including talent acquisition, organizational and job design.
  - e) total compensation services such as job evaluation, market evaluations, benefits and pension administration.
  - f) employee recognition and engagement.
  - g) workplace investigations, including allegations of harassment and discrimination, and general workplace conflict.
  
2. Responsible for the collective bargaining process, administering and interpreting applicable Collective Agreements:
  - a) acts as chief spokesperson for negotiating collective agreements; providing operational requirements of the collective agreements; detailing costs and operational implications of proposals and options put forward by the parties.
  - b) maintains on-going research identifying trends and developments in compensation and benefit programs and containing costs.



- c) interprets and administers collective agreements, providing interpretation and definition of the intent of clauses; discusses problems with Union representatives to reach mutual understanding of issues during the term of collective agreements.
3. Actively participates as a member of the Senior Management Team, supporting the organization's programs and services by promoting the County's Strategic Plan, best practices, internal policies, and applicable legislation, to meet service excellence standards and uphold the County's vision, mission and values.
4. Overall coordination of annual business plan and budget development for the department and its programs, along with regular monitoring of department performance, outcomes and financial performance.
5. Directs the recruitment process and ensures conformity with the budget and where recruitment would exceed the previously authorized labour budget, ensures the necessary approvals have been obtained.
6. Develops human resources policies and procedures in accordance with provincial legislation and/or as directed by the Chief Administrative Officer or Council.
7. Prepares and presents reports to County Council, Middlesex County Library Board and Middlesex-London Emergency Medical Services Authority Board.
8. Directs the maintenance of Employee Benefit Program and ensures proper coverages, establishes a liaison with the County's Agent of Record for benefit plan administration.
9. Maintains the Job Evaluation Program, including job analysis, evaluation and compensation; advises management and staff on job analysis methods, the use of job descriptions, and the official job evaluation methods to ensure uniformity of practice, and maintenance of the Corporation's competitive position in the labour market:
  - a) sits on the Job Evaluation Committee, Labour Management Committees and acts as a resource to all Joint Health and Safety Committees.
  - b) reviews salary structure, ensures internal salary relationships are maintained, proposes changes to the Chief Administrative Officer.
  - c) periodically conducts external salary review to maintain competitiveness
10. Responsible for Return to Work and Modified Work programs.
11. Acts in an advisory capacity to the Senior Management Team relating to human resources functions.

12. Provides guidance and advice to the CAO, the Senior Management Team and employees on human resources issues, grievance response/resolution, conflict resolution, employment policies, practices and procedures.
13. Participates in all union grievances and acts as an advisor.
14. Conduct investigations regarding employee complaints related to violence and harassment and related issues.
15. Oversees the health and safety program and initiatives in conjunction with the Safety & Standards Officer. Ensures legislative compliance and policy/procedure development.
16. Responsible for promoting and coordinating municipal staff training and development:
  - a) consults with management and staff to identify training and development needs.
  - b) informs management with respect to staff training and development opportunities, and where appropriate, assess courses and seminars offered through various organizations.
  - c) arranges for "In-House" seminars and training sessions, where applicable.
  - d) maintains system for post conference/course/seminar reports and assessments by attendees.
17. Ensures that employee records are properly maintained and that they are kept confidential.
18. Maintains relations with the Union Committee members, Department Heads, Business Agents, International Representatives, outside Agencies, other organizations as required and employees of all departments within the County.
19. Performs the responsibilities of this position within the legislative and regulatory standards set out in the applicable Federal, Provincial and/or Municipal statutes.
20. Serves as advisor in organization reviews – advises management on methods of organizational revitalization and development, and the analysis of strengths and weaknesses that might be inherent in any particular organizational concept.
21. Stays current with emerging human resources trends, best practices, and legislative requirements, ensuring organizational policies and practices remain compliant and progressive. Conducts research and provides recommendations to support evidence-based decision-making.



22. Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary in meeting departmental and/or corporate objectives.

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- Bachelors degree in Human Resources, Industrial Relations, Business Administration, Public Administration, or a related discipline.
- Certified Human Resources (CHRP) or working towards attaining the accreditation.
- 10+ years of practical experience in the human resources and labour relations field.

### Knowledge, Skills and Abilities

- Knowledge of relevant legislation, statutes and regulations related to municipal and program specific operations including the Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Pay Equity Act and the Labour Relations Act.
- Excellent interpersonal skills with an ability to work in a respectful manner.
- Excellent verbal and written communication skills and confidence dealing with all levels of an organization.
- Proven ability to maintain discretion, confidentiality, and sensitivity when dealing with difficult situations.
- An open, inviting and approachable personality that allows the opportunity to build meaningful, trusting relationships.
- Developed analytical, persuasive and negotiation skills.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast-paced environment.



- Creative problem-solving skills and sound professional judgment, especially regarding confidential/sensitive matters.
- Demonstrated ability to problem solve effectively and use good judgement in all decisions.

#### Other

- Possess and maintain a valid Class “G” Ontario driver’s license and have access to a personal vehicle for work-related purposes.
- Current Criminal Record and Judicial Matters Check that is satisfactory to Middlesex County.

#### Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.
- Works in an office environment.
- Frequent driving to other locations within and beyond County boundaries to attend meetings and conferences.