



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123
www.aurora.ca

TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Specialist, Human Resources Programs

Permanent, Full-Time

\$69,612 to \$85,432 per year

Reporting to the Manager of Human Resources, the Specialist, Human Resources Programs will manage the development, delivery and integration of the Town's various HR programs contributing to a skilled and healthy workplace such as: health and wellness, training and delivery, policy development and review, and process mapping. The Program Specialist is responsible for project management, solution design and implementation, and generation of project and program results through data analysis and success measurement. In collaboration with the HR Manager and leaders throughout the Corporation, this role will plan and implement HR initiatives in support of corporate and department objectives to drive organizational improvement.

To be considered for this position, you will hold a College diploma in Human Resources Management or related field coupled with a minimum of five (5) years of demonstrated experience in a broad Human Resources portfolio. You will possess current Joint Health and Safety Certification; CHRP/CHRL designation is considered an asset. You will have strong customer service, interpersonal, consultative, coaching/supervisory, collaborative, project management, problem-solving, conceptual, analytical, report and policy writing and facilitation/presentation skills. You will possess excellent research skills to stay current on emerging trends, technologies and best practices, along with strong project management skills, data analysis and experience in the development of KPI's/metrics. Thorough working knowledge of human resources practices, relevant legislation (i.e. ESA, OSHA, etc.), organizational development/change management principles, knowledge of municipal functions/responsibilities and legislative framework. The incumbent will have the ability to communicate with all levels of staff, government, elected officials, consultants, union officials, legal counsel and the general public in a courteous and effective manner. You will have computer literacy utilizing MS Office Suite (Word, Excel, PowerPoint), database software, internet and HRIS applications and possess a valid Class "G" drivers licence and a reliable vehicle to use on corporate business.

Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **May 21, 2019** quoting reference number **19-29**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.