

## CIVILIAN JOB DESCRIPTION

<b>Position Title: Human Resources Assistant</b>	<b>Number of Positions: 1</b>	
<b>Location: Headquarters</b>	<b>Reports To: Human Resources Director</b>	

### PURPOSE:

The HR Assistant will handle a variety of personnel related duties including but not limited to; recruitment and retention, labour relations, health and safety, wellness, policy development, organizational development, and performance and staffing.

### KEY RESPONSIBILITIES:

1. Provides executive management clerical and administrative support to the Human Resources Advisor, such as preparing a variety of confidential correspondence (e.g. memoranda, reports, charts, presentations, meeting minutes) and proof-reading to ensure accuracy of grammar, spelling, and punctuation, photocopying documents, opening, sorting, logging, date stamping and disseminating incoming mail, including entering, tracking & updating confidential electronic data logs, maintaining the file system (e.g. hard/electronic copies of correspondence, briefing materials, guidelines, tools and web-based materials), scheduling appointments, coordinating audio conferencing, booking meeting rooms and preparing required materials. Will also assist in the maintenance and upkeep of all employee files.
2. Sits on the Health and Safety committee as a management representative, attends meetings.
3. Assists the Human Resources Advisor with the management and oversight of Workplace Violence and Harassment Investigations (including but not limited to, transcribing interviews, sets up interviews, takes notes).
4. The Human Resources Assistant will be responsible for the management and administration of grievances in the initial stages, and attempt to resolve the grievance. If the issue cannot be resolved the Human Resources Advisor will take over carriage of the grievance.
5. Assists in the implementation on the NAPS wellness strategy.
6. Assist in the management of information relating to the recruitment process (e.g. eligibility criteria, application stages, testing), the special constable program (e.g. process, documentation, contacts) and outreach strategies (e.g. upcoming outreach events) and forwards any unusual and/or complex queries to the Human Resources Advisor or Recruitment Sergeant (e.g. applicant who complains of being unfairly declined).
7. Manages the preparation of a variety of correspondence and documents relating to the Constable selection process and the Special Constable program (e.g. interview/testing schedules, associated documentation, presentations, questionnaires) and proofreads to ensure accuracy of grammar, spelling and punctuation. Manages the communication and dispersing of information to applicants including: when/where to attend testing and interviews, candidate's application deferral, acceptance or declines, the results of candidates testing and interviews.
8. Manages and completes the onboarding process with new hires including, job offer, policy review, assisting with swearing of oaths.
9. Completes reference checks as requested by the Human Resources Advisor and/or Recruitment Sergeant.
10. Manages correspondence related to WSIB and Great West Life (GWL) leaves and provides them to the Human Resources Advisor for approval.
11. Provide relief reception duties in the Office Administrators absence and during lunch break; greeting visitors in a friendly and courteous manner and answer inquiries related to NAPS.
12. Performing miscellaneous duties, including picking-up when required, opening and distributing incoming mail; preparing outgoing mail, e.g.; receive and distribute all incoming and outgoing faxes, photocopying, etc.
13. Performs other duties, as assigned.

## **Staffing and Licensing Requirements:**

Typing at 45 wpm.

Ability to pass a NAPS background security check. (Applicants from Thunder Bay must possess a clean records check from Thunder Bay Police).

## **COMPENSABLE FACTORS**

### **KNOWLEDGE:**

Two (2) year Diploma in Human Resources.

Two (2) years of Human Resources experience.

Health and Safety Worker Training Part 1 and 2 considered an asset.

Job requires knowledge of office procedures, instructions, and relevant reference materials, e.g., telephone directories or lists, staff lists and locations, mailing lists, as well as knowledge of the office organization and functions, in order to answer the telephone, direct callers and assist with various clerical tasks. Job requires knowledge of operating features of word processing equipment, e.g., controls, keyboard, mouse, to enter and retrieve data from a computerized mail log. Knowledge of the operation of office equipment such as telephones, photocopier and facsimile to photocopy material and transmit correspondence.

Basic knowledge of the Labour Relations Act, Employment Standards Act, Ontario Human Rights Act, Accessibility for Ontarians with Disability Act and the Ontario Health and Safety Act is required

### **INTERPERSONAL AND COMMUNICATION SKILLS:**

Position requires oral communication skills and courtesy to answer telephones, and to greet visitors both internal & external to NAPS; to transfer calls to appropriate staff. Job requires skills to perform reception duties with callers and to provide factual information or redirect calls.

### **PROBLEM SOLVING/COMPLEXITY:**

Position requires reasoning skills to determine what matters should be given priority when performing a variety of different tasks with conflicting deadlines and to prioritize work based on knowledge of subject matter or by discussing with principals. Job requires referring matters not covered by established procedures to supervisor.

### **JUDGEMENT AND DISCRETION:**

Position requires working under general supervision and in accordance with established procedures and methods. Position requires determining the best layout or presentation format when typing letters, reports, charts. Position requires determining what information is confidential and whether or not it should be divulged when responding to inquiries. Position requires review by principals for grammatical and typographical accuracy.

### **RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:**

There is no formal responsibility for the work of other employees.

### **PHYSICAL AND SENSORY DEMANDS:**

#### **Physical Demands**

While not necessarily confined, this position requires sitting at a computer terminal for long periods of time while operating a keyboard and mouse to type and proofread memos and correspondence or to enter data.

Occasionally required to lift and move boxes.

#### **Sensory Demands**

Visual strain associated with viewing a computer screen for long periods of time while preparing documents and keying information as well as proofreading documents for accuracy.

Auditory attentiveness is required while responding to telephone and walk-in inquiries

Work interruptions are occasional while switching between typing and data entry to photocopying and handling telephone and walk-in enquiries.

**WORKING CONDITIONS:**

This position operates in a standard office environment.

The incumbent must be able to travel on short notice by all modes of transportation including, water, land and air.