



# DIRECTOR OF HUMAN RESOURCES

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**Posting Date:** June 12, 2019

Elgin County is a progressive community of 50,000 residents with idyllic rural landscapes, charming towns and villages and waterfront living. Incorporated in 1852, the County includes the municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, the Townships of Malahide and Southwold, and the Town of Aylmer.

Reporting to the Chief Administrative Officer, the Director of Human Resources is responsible for the leadership, direction, and management of the Human Resources Department. This includes functional areas of recruitment, labour and employee relations, training and development, total compensation, benefits and pension administration, and health and safety.

Our County Administration Building is located at 450 Sunset Drive in St. Thomas, Ontario. Learn more about Elgin County, and this senior leadership opportunity at [www.elgincounty.ca](http://www.elgincounty.ca).

The municipality is seeking candidates with the following qualifications:

- Four year University degree in Human Resources, Public Administration, or related program.
- Preference will be given to those with a graduate degree in Industrial Relations, Public Administration, or a related discipline.
- CHRP or CHRL accreditation preferred
- Ten (10) years experience with progressively responsible human resources management experience in a multi-union municipal environment.
- Extensive background and knowledge of provincial OHSA, ESA, WSIB, Human Rights, Labour Relations, and other related legislation;
- Demonstrated organizational, leadership, problem solving and decision making skills;
- Proven ability to effectively manage, motivate, and/or collaborate with peers, operational staff, union leaders, local municipal partners, and other professional service providers;
- Demonstrated political acumen;
- Strong verbal and written communication and listening skills;
- Comfortable with MS Office tools and good working knowledge of HRIS database systems
- A valid driver's license and regular access to reliable vehicle to perform duties.

**Remuneration:** \$119,592.20 to \$139,921.60 per year (2019 Salary Range)  
Comprehensive Benefits Package including OMERS Pension Plan

**Application Deadline:** Thursday, July 4, 2019 at 4:30 p.m.

To apply for this leadership role, please send a cover letter and resume (in one Word or PDF document) to: [jobs@elgin.ca](mailto:jobs@elgin.ca) no later than Thursday, July 4, 2019. Please specify "Director of Human Resources" in the subject line.

**We thank you for your interest, but only those selected for interview will be contacted.**

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.