



JOB DESCRIPTION

Job Title:	Human Resources Generalist	
Location:	PSP – Arnprior & GH Armor - Dover	
Department:	Human Resources	
Reporting to:	Managing Director, PSP	
Reviewed by:		
Approved by:	Managing Director, PSP	

SUMMARY

Reporting to the Managing Director, PSP, the HR Generalist will act as a resource to employees and management and will have responsibility for various HR activities including recruitment & selection, employee relations, compensation administration, performance management, training and development health & safety and special projects as required. This position works with minimal supervision and is exposed to highly confidential information.

RESPONSIBILITIES

- Consults with management to identify current and future resource needs; participates in workforce planning meetings
- Develops recruitment strategy including appropriate advertising media and development of programs and partnership that will attract applicants to PSP
- Manages the talent acquisition process. This includes identifying selection criteria, sourcing and screening applicants, interviewing candidates in conjunction with hiring manager, verifying references, negotiating offers and preparing offer letters. Ensures compliance to ISO standards.
- Sources available government/state programs and funding for training initiatives and implements as appropriate
- Administers performance review and salary programs to ensure effectiveness, compliance and equity with organization
- Researches, develops and recommends new/existing programs & policies to Sr. Mgmt. Responsible for their implementation.
- Tracks and reports on HR metrics such as headcount, turnover, absenteeism etc.
- Develops job descriptions in conjunction with Managers and oversees job evaluations and obtains required DOA approvals.
- Participates in salary/benefits surveys; analyzes data and makes recommendation to HR Manager; administers the benefits open enrolment process
- Counsels management/employees on employee relations issues. Conducts exit interviews. Acts as back-up to Manager for involuntary departures.
- Processes and manages worker compensation claims, Return to Work and Modified Work programs and oversees more complex STD/LTD claims.
- Provides back-up to Payroll & Benefits Administrator for benefits activities.
- Maintains respectful communication with co-workers and supervisory staff.
- Participates on Joint Health & Safety Committee, with a mandate to ensure the workplace is safe.
- Familiar with the Company's ISO Quality Policy and understands the impact of this position on the competitiveness and performance of the company.
- Performs other duties as assigned
- Complies with and follows Health & Safety policies and how it applies to daily duties

EDUCATION & QUALIFICATIONS

- Completion of a 3 year diploma/degree in business, HR, or related discipline and/or combination of equivalent experience
- CHRP (Canada), PHR or SPHR (US) certifications preferred or working towards achievement



- 5 years experience working as an HR Generalist, with a minimum of 2 years in a manufacturing environment
- Strong knowledge of provincial, federal, state and local employment law and regulations
- Strong interpersonal and organizational skills with the ability to multi-task
- Strong analytical and problem solving skills, with previous project management responsibility
- Excellent oral and written communication skills
- Proficiency with Word, Excel and PowerPoint. Experience working with HRIS applications
- A strong customer service orientation, with experience providing HR services across multiple locations

WORK ENVIRONMENT / STRESS / PHYSICAL EFFORT

- Occasional travel to the other PSP facilities is required
- Normal office work environment with the freedom to stand, sit, walk and stretch as necessary

Stress

- Regular interruptions occur, including emotionally charged situations i.e. Dealing with upset employees
- This position faces strict deadlines with conflicting demands and changing priorities
- Responsible for influencing management behavior (recruiting/selection, employee relations, project management etc) without authority or control

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision Given

- No direct supervisory responsibilities

Functional Advice

- Provides guidance to employees and managers on a variety of routine & complex HR issues (hiring, performance improvement/disciplinary action, compensation actions, medical/disability issues, employee relations etc. (For HRG Arnprior – this includes Halifax & Sales organizations; HRG Dover – this includes Sales organization)
- Provides advice and counsel to Payroll & Benefits Administrator on unique sick leave issues.
- Provides new employee indoctrination on HR policies/procedures

TYPE OF SUPERVISION REQUIRED/INDEPENDENCE OF ACTION

- Employee works with limited supervision being managed remotely and has moderate level of independence of action; escalates complex issues to Managing Director, PSP.
- Methods and procedures are not well established, and the employee must show some original and independent thinking in adapting methods to the task at hand

CONSEQUENCE OF ERROR

- Employee must exercise a high degree of accuracy to avoid errors - which are mostly due to the misinterpretation and/or incorrect analysis of data.
- Incorrect analysis or misinterpretation of data concerning compensation, absenteeism, turnover etc. could result in medium term losses to the organization
- Errors in judgement/ could result in litigation and cost to organization (Human Rights)

CONFIDENTIALITY

- Significant exposure and use of confidential information. Specifically, compensation, employee relations issues (PIP's, performance reviews), succession planning, personal & medical information, police record information etc.
- Misuse of information would result in loss of integrity and could result in legal action/monetary loss for company.

CONTACTS

Internal

- Involves contact with management/Sr. Mgmt. by preparing and presenting data & reports, and making recommendations. Requires tact and influencing skills.
- Interacts with all levels of employees providing a variety of HR information



- Facilitates employee training sessions on introduction of new policies/procedures

External

- Involves dealing with Legal, advertising personnel, Consultant/Service providers and other HR professionals requiring strong interpersonal and negotiation skills.

PHYSICAL SKILLS

- Use of PC, calculators and other office equipment