

Ontario Energy Board

Regulating Ontario's electricity and natural gas sectors

The **People, Culture & Business Solutions** division of the OEB is responsible for ensuring that the organization has the capacity, skills and resources needed to execute on the Board's mandate and strategy. The Division's responsibilities include Human Resources, Finance, Information Technology, Organizational Development, Employee Communications, Procurement and Facilities.

Human Resources leads the development and implementation of human resource strategies, priorities and objectives to provide effective support and guidance to all operating functions of the business, and to ensure the attraction and retention of a trained and motivated workforce to meet the Ontario Energy Board's current and future needs.

Human Resources provides a full spectrum of services, including employee relations, labour relations, performance management, workforce planning and reporting, training and development initiatives and policies, health and safety initiatives and policies, compensation management, benefits and pension administration, and payroll service.

We are currently seeking an energetic individual to join our team and assist the OEB in achieving its vision of protecting the long-term integrity of the province's energy system so that Ontarians today and tomorrow have access to reliable energy at a reasonable cost.

Jr. HR Consultant

Job Code HR00008

1 Permanent Position

Reporting to the Manager, Human Resources, you will be responsible for providing coordination of a wide range of human resource administrative, process and analyst-level duties. Responsible for the research and coordination of assignment projects to ensure they are implemented and maintained.

MAIN RESPONSIBILITIES:

- Support the coordination of HR activities including recruitment and on-boarding, performance management, compensation & benefits and talent management.
- Key contact for the maintenance, administration and communication of HR policies and procedures. Conduct initial assessment of issues, respond to queries and provide guidance and information, ensuring compliance with HR policies, procedures and legislative requirements.
- Coordinate with the VP/managers and peers to ensure accurate and timely administration of employee changes and training records.
- Coordinate orientation, help complete new hire paperwork and ensure all training is completed within the required time period.
- Contribute to the deployment and implementation of HR initiatives and programs.
- Provide support for the management and execution of new and existing technology.
- Coordinate self-service and employee communication initiatives including the intranet and online employee handbook.
- Coordinate and participate in the recruitment process by preparing ads, screening applications and preparing employment offers as required.

- Coordinate the annual work plan and report to ensure compliance with the Accessibilities for Ontarians with Disability Act (AODA).
- Coordinate the ergonomic assessment program and work with Managers to address findings.
- Review existing processes and key HR operational indicators for continuous improvement and assist in the implementation of action plans.
- Support HR processes and projects by conducting research and analyzing data to make informed recommendations, administer best practice processes, and contribute to operational process improvements.
- Provide analytical support for the regular HR cycles (incentive, salary adjustments, attendance management, and training).
- Identify opportunities for process improvements and adoption of automation using technology; make recommendations and create an action plan.
- Contribute to research, development and creation of new HR policies and procedures. Assist in the maintenance, administration and communication of same.
- Prepare, analyze, organize and be accountable for distribution of HRMS reports as requested by HR Manager. Extract and compile HR data for the creation of Corporate HR Dashboards, including data quality monitoring.
- Assist in the development, implementation and maintenance of special projects and/or assignments as required.
- Work with Managers and peers to support the annual performance appraisal program and create the annual training program.
- Manage the performance review process ensuring the process is completed in a timely manner.
- Assess training needs, schedule and coordinate training courses with internal and external training providers.
- Assist with the planning, coordination and administration of training programs.
- Log registration for conferences, seminars, workshops, and training sessions. Provide reporting and trend analysis.
- Establish internal and external training resources.
- Keep record of training records and all documentation related to the training for all staff.

EDUCATION AND EXPERIENCE:

- A Diploma or Degree in Business Administration, Human Resources Management or related field, or equivalent experience.
- 2 years analytical experience in an human resources role.
- 2 years of experience in a union environment.
- Understanding and working knowledge of records management, collective agreements, employment/labour and Occupational Health and Safety legislation, privacy legislation, and benefit plans.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Excellent interpersonal skills with ability to work efficiently within a corporate environment.
- Strong communication skills (oral, written and presentation).
- Demonstrated ability to multi-task and prioritize in a fast-paced and changing environment.
- Strong problem-solving abilities.
- Advanced computer skills including a high to expert level proficiency in MS Excel (i.e., data consolidations, vlookups, pivot tables) and HRMS
- Self-starter, motivated, enthusiastic with a strong desire to succeed and a commitment to continuous improvement.

Preference will be given to candidates who meet the minimum requirements above.

If you enjoy working with a group of professionals dedicated to working co-operatively toward helping build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of this team.

For more information about the Ontario Energy Board, please visit our website at www.oeb.ca.

To Apply:

If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Thursday, October 5, 2017** to careers@oeb.ca. When applying, please quote **Posting #551** and the

Position Title in the subject line of your e-mail.

The OEB is an equal opportunity employer. Accommodation is available under the Ontario Human Rights Code. Should you require accommodation, please advise the Human Resources department of your preferred method to be contacted in your application.

We appreciate the interest of all candidates and regret that only those candidates under consideration will be contacted.