



## Human Resources and Payroll Advisor

*“Lead Ontario in powering community well-being and environmental stewardship with sustainable energy solutions.”*

This position reports to the Vice-president of Human Resources. This multi- role position in Human Resources and Payroll assists the VP-HR in providing the full range of Human Resources (HR) and Payroll services to GHI and its family of companies, ranging from professional consulting and analytical expertise in Human Resources and Payroll to administrative support and records management.

### **PROFESSIONAL QUALIFICATIONS:**

- University Degree/College Diploma in an appropriate field of study.
- Certified Human Resource Professional or a Certified Compensation Specialist, or the equivalent
- Completed the Payroll Management Certification Program (PMCP), or the equivalent.

### **EXPERIENCE :**

- Experience as a professional in human resources and in payroll.
- Experience as a Payroll Officer, and/or in maintaining payroll and/or human resources systems.
- Experience in the selection, implementation and maintenance of an HRIS system would be an asset.
- Experience in applying legal and statutory requirements affecting human resources, and payroll (Employment Standards Act, Human Rights Code, Labour Relations Act, Pay Equity Act, Health and Safety Act, Workplace Safety and Insurance Act, Ontario Municipal Employees Retirement System, Privacy legislation, Canada Customs and Revenue Agency as it relates to payroll and taxable benefits, Canada Pension Plan, Employment Insurance, Employer Health Tax, etc.).
- Proven record in fostering proactive and positive labour and employee relations.
- Experience in writing collective agreement language, employment policies and other contractual language.
- Advanced knowledge of and experience in Excel, Power Point and Word to develop and produce reports, letters, communications, presentations, complex spreadsheets, etc.

### **COMPETENCIES/CHARACTERISTICS:**

- Exceptional influencing and interpersonal skills to deal with sensitive and confidential matters, and to influence, without having direct supervisory authority, the direction of others and instill best practices.
- Behaviours reflect respect, safety, ethics, and continuous learning.
- Team oriented and ego in balance.
- Flexible and open minded with the ability to initiate and manage change.
- Ability to protect and maintain confidentiality.
- Excellent communication skills (listening, verbal, written, presentation).
- Exceptional analytical and problem solving skills.
- Exceptional organizational and time management skills.
- Ability and willingness to work at all levels required by this position, from a human resources and payroll professional consulting role to administrative support and records management.

**KEY RESPONSIBILITIES:**

- Assist the VP of HR in providing professional human resources and analytical expertise in all human resources disciplines, including, compensation, benefits, recruitment, succession planning, development and training, performance management, labour negotiations, policies and procedures, budgeting, cost/benefit analyses, and human resources and wellness programs.
- Share the Payroll Officer role for all companies, responsible for meeting all payroll and related statutory deadlines, including T4's, and legal and contractual requirements relating to payroll (e.g. Employment Standards Act, Canada Customs and Revenue Agency, Collective Agreement, etc.). Initiate and oversee the implementation of payroll efficiencies. Document and maintain payroll procedures and controls.
- Assist in meeting the company's training and development needs. Coach, deliver training and help source training. Assist in the development of, and maintain a system that will coordinate and schedule all training needs and maintain all corporate records related to employee training.
- Keep up to date on all human resources and payroll related legislative and regulatory changes and best practices. Assist the VP of HR in writing and updating policies.
- Maintain employee and departmental records consistent with the Company's policies and legislative requirements. Produce human resources and payroll reports (vacation, sick leave, etc.). If required, assist in the selection and implementation of an efficient and effective HRIS system for timely reporting and maintain system data up to date.
- Provide administrative and records management support to the Vice-president of Human Resources.

*If you have these qualifications and are looking for a challenge in a dynamic environment please send your detailed resume in confidence, by August 12, 2010, to Human Resources, Guelph Hydro Electric Systems Inc., 395 Southgate Drive, Guelph, ON N1G 4Y1 or email to [hr@quelphhydro.com](mailto:hr@quelphhydro.com).*