



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Government Services
Division: HR Service Delivery Division, Regional Human Resources Service Delivery Centre
Position Title: Human Resources Advisor
Duration: 3 Permanent
Location: Thunder Bay, Kingston, Ottawa (restricted to OPS employees)
Compensation Group: MCP
Salary: \$68,202.00 - \$81,219.00 per annum
Position Status: Restricted
Job Code: APL17 - Personnel Administration AM-17
Schedule: 6
Category: Human Resources
Job ID: 15767

HROntario is seeking exceptional human resources professionals with a commitment to excellence in customer service for the position of Human Resources Advisor in the Regional HR Service Delivery Centres.

As a Human Resources Advisor, you will provide OPS managers and employees within an assigned area of the region with horizontal, one-employer generalist HR services by focusing on accessible day-to-day services to support managers in leading their workforce; work collectively with other HROntario business partners to coordinate linkages and broker services; develop, implement and monitor consistent HR processes, standards and measurements; provide optimum services in client relationship management; plan and co-ordinate projects, provide technical leadership and guidance to HR Assistants and facilitate the implementation of enterprise-wide HR initiatives within assigned portfolios.

Qualifications: Thorough technical knowledge and practical application of the theories, principles and practices of human resources management, enterprise-wide human resources policies, directives, collective agreements and governing legislation. Knowledge and understanding of client ministries programs, service delivery mandates, management techniques, decision-making processes and protocols, work culture and special needs. Sound analytical, issues management, project management, organizational and problem-solving skills. Excellent consultation, communications, advisory, relationship management skills and strong customer services orientation. Demonstrated ability to work independently and in a matrix team environment. Demonstrated ability to use PC technology and software, including HR Administration technologies.

On your application please identify your location(s) of choice:

435 James Steet South, Thunder Bay
 14 Gable Lane, Kingston
 343 Preston Street, Ottawa

Posting Date: Thursday, February 05, 2009

Closing Date: Friday, February 20, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online or send application to:

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
 (613) 547-4402, Kingston, Ontario, CANADA
 Fax: Faxes are not being accepted at this time.

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.