



Job Ad

Organization: Ministry of Government Services
Division: Human Resource Advisory Services North Region
Position Title: HUMAN RESOURCE ADVISOR
Job Term: 1 Permanent
Location: 435 James Street South, Suite 336, Thunder Bay, P7E 6S8, North Region
Compensation Group: Management Compensation Plan
Salary: \$69,396.00 - \$82,640.00 per annum
Posting Status: Open
Job Code: APL17 - Personnel Administration AM-17
Schedule: 6
Category: Human Resources
Job ID: 35213

If you are a dynamic, client service oriented human resource professional interested in joining a progressive, solution focused team, consider this challenging opportunity to make a difference from within the Human Resource Advisory Services branch, North Region.

As a Human Resources Advisor, you will:

- provide managers and employees within the region with horizontal, one-employer generalist human resource (HR) services
- deliver accessible day-to-day services to support managers in leading their workforce
- work collectively with business partners to coordinate linkages, broker services and provide full cycle customer service
- develop, implement and monitor consistent HR processes, standards and measurements
- provide optimum services in client relationship management, plan and coordinate projects and provide technical leadership and guidance
- facilitate the implementation of HR initiatives within assigned client portfolios

What we are looking for:

Knowledge:

- You have thorough knowledge and experience in the practical application of the theories, principles and practices of human resources management, policies, collective agreements and related legislation.

Skills:

- You have strong communication, consultative, interpersonal, and relationship management skills.
- You have a strong customer service orientation to provide pro-active advice and build effective working relationships and partnerships.
- You can analyze and problem solve to assess issues as well as develop and recommend effective solutions.
- You have the ability to interpret and apply policies ensuring consistency and political acuity.
- You have project management and organizational skills.
- You can prioritize constantly changing and conflicting priorities.

Posting Date: Thursday, March 10, 2011

Closing Date: Thursday, March 24, 2011 11:59 pm EST

How to apply:

1. You must **apply online**.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Thursday, March 24, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MG-35213/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**