



# CAREER OPPORTUNITY

## GROW WITH US

## Human Resource Generalist

Northern College is seeking a Human Resource Generalist in our Human Resource Services department. The successful candidate will be competent in providing a range of human resources functions supporting the College's strategic plan. Areas of responsibility include employee relations, labour relations, selection and recruitment, privacy, investigations and other human resources core functions.

At Northern College, we're committed to the ongoing success and development of everyone who passes through our learning spaces, whether they be our students, employees or community members. We believe in investing in those who invest in us, constantly working to build a collaborative and friendly working environment while offering top tier benefits and generous pension packages to our eligible full-time employees with purposeful, rewarding work, supportive supervisors and positive, engaged work teams.

Reporting to the Director, Human Resource Services, the successful candidate will have the knowledge and skills to contribute to a variety of HR functional areas.

What you will be doing:

- Engage in full-cycle talent acquisition;
- Advise managers and individual staff on collective agreement and disciplinary matters;
- Provide assistance to client groups regarding effective human resources services;
- Build and deliver employee programs, policies and services that demonstrate EDI;
- Provide information and assistance regarding Freedom of Information requests; and
- Assist in investigations, disability management, accommodations, staff development, wellness and other related HR services as needed.

A detailed job description is available from the Human Resource Services department.

What you will need to be considered:

- Three-year diploma or degree in human resources or related discipline;
- A CHRP designation or equivalent or actively pursuing is preferred; and
- Minimum five (5) years of generalist human resources experience including but not limited to experience in labour/employee relations, recruitment/selection/talent management, workplace investigations;
- Demonstrated broad familiarity with various functional areas within human resources and applicable legislation;
- Experience in a unionized environment considered a strong asset;
- Possess professional level skills in communication, conflict resolution, analysis and problem solving; and
- Proficient in Microsoft Office and ability to learn the College's HRIS.

The incumbent may be required to provide a criminal reference check.

As part of Northern College's action on reconciliation, the College recognizes its responsibility to make a difference through increasing the number of Indigenous employees who work in the academic field. We encourage applicants who identify as Indigenous to apply.

Northern College is committed to an inclusive, barrier-free selection process. To request reasonable accommodation at any time during the selection process, please contact the Human Resource Services department. Information received relating to accommodation needs of applicants will be addressed confidentially.

Northern College values diversity and is an equal opportunity employer.

We thank all applicants for their interest in Northern College, only those to be interviewed will be contacted.

To apply, submit your covering letter and resume online at [www.northerncollege.ca/careers/](http://www.northerncollege.ca/careers/)

**CLASSIFICATION:** Administration

**STATUS:** Full Time Temporary (Leave replacement for 12 months with the possibility of 18 months)

**STAGE:** Internal/External

**START DATE:** February 24<sup>th</sup>, 2025

**COMPETITION#:** 24-65

**CAMPUS:** Timmins, Kirkland Lake, Haileybury

**SALARY RANGE:** \$ 85,529.00 to \$ 106,911.00  
(Payband 10)

**CLOSING DATE:** Open until filled