



Human Resources Coordinator (bilingual)

The Great Lakes Pilotage Authority (GLPA) is a federal Crown corporation established, pursuant to the *Pilotage Act*, in order to provide safe, efficient, reliable and comprehensive marine pilotage and related services in its region of responsibility.

Position Summary:

Reporting to the Director of Human Resources, the Human Resources Coordinator plays a strategic and key role in supporting the overall success of the Great Lakes Pilotage Authority (GLPA) by performing a wide array of human resources administrative functions. This position is responsible for contributing to the design of HR policies and for ensuring the effective implementation of programs and procedures that foster a productive, adaptable forward looking and compliant work environment.

The Human Resources Coordinator supports employees and management across various HR domains, including recruitment and onboarding, employee relations, compliance, training and development, records management and other functions where required (i.e. Payroll, etc). Acting as a first point of contact for HR-related inquiries, the coordinator provides timely and professional assistance to employees and managers, ensuring consistent and effective change management and communication across the organization.

The position requires a high level of confidentiality, discretion, organization, and attention to detail to support the HR department in meeting operational and strategic objectives.

Posting number: GLPA2024-05

Conditions of Employment:

\$64,203 to \$80,254/year

Scheduled for 37.5 hours per week

Group benefits paid for by the employer

Public Service Pension Plan

Full-time, permanent position

Work location the GLPA Head Office in Cornwall Ontario

Duties and Responsibilities

Recruitment:

- Coordinate full-cycle recruitment, including resource needs analysis, job postings, applicant screening, and interviews.
- Partner with hiring managers to develop effective recruitment strategies.



- Facilitate the onboarding process, including employment documentation, policy orientation, and workplace integration for new hires.

Payroll, Pension, and Benefits Administration

- Provide support as the designated backup for the Payroll and Benefits Analyst, ensuring continuity of operations during their absence or as needed.
- Process payroll with accuracy and ensure compliance with federal standards for wages, deductions, and remittances when required.
- Maintain HRIS systems for payroll updates and employee records, ensuring data accuracy and confidentiality when required.
- Assist in the implementation of HRIS and payroll software.

Training, Development, and Performance Management

- Design and deliver mandatory and developmental training programs, including safety, professional development, and compliance training.
- Coordinate performance management processes, including evaluation cycles and career progression plans.
- Maintain employee training records to ensure compliance.

Labour Relations

- Support the interpretation and application of five (5) collective agreements in collaboration with union representatives and management.
- Provide administrative support for grievances, arbitration, and collective bargaining preparations.

Employee Relations and Wellness

- Act as a trusted resource for employees, addressing concerns confidentially and professionally.
- Administer wellness programs, including the Employee and Family Assistance Program (EFAP) and workplace wellness initiatives.
- Manage case files for workplace accommodations and other employee-related matters.

HR Project Management

- Lead or contribute to HR initiatives such as diversity and inclusion programs, employee engagement surveys, and organizational restructuring efforts.
- Analyze HR data and metrics to identify trends and opportunities for improvement.
- Human factor concept participation, development and implementation in strategic objectives and related programs.



Compliance reporting:

- Monitor and interpret changes to federal employment regulations, ensuring HR practices align with legislation such as the Canada Labour Code, Employment Equity Act, and Pay Equity Act.
- Prepare and submit various compliance reports to federal institutions as required.

Qualifications:

- A degree or diploma in Business Administration, Human Resources Management, or a related field from a recognized institution.
- A Chartered Professional in Human Resources (CPHR) designation is considered an asset.
- Minimum of three (3) years of progressive experience in an HR role, including exposure to areas such as recruitment, payroll, benefits, and training.
- Experience in unionized environments and a general knowledge of collective agreements is an asset.

LANGUAGE REQUIREMENTS:

- Fluent in both official languages, written and spoken.

The GLPA is committed to building a skilled and diverse workplace reflective of Canadian society. We treat all employees and job applicants fairly and with dignity and respect. The GLPA uses an individual's qualifications, skills and achievements as the basis for employment-related decisions, including hiring, promotions, compensation, benefits and conditions of employment. We promote employment equity and encourage you to complete the Self-declaration Form if you belong to one of the designated groups when you apply (Aboriginal peoples, members of visible minorities, persons with disabilities, women).

The self-declaration form is available on our website at: <http://www.glpa-apgl.com/about/careers/>

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All interested applicants should forward their resumes in confidence, to:

Great Lakes Pilotage Authority
202 Pitt Street, 2nd Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Attention: Human Resources
By email at - humanresources@glpa-apgl.com

(Only candidates selected for an interview will be contacted.)