UCCM Anishnaabe Police is hiring

Help make our communities a safer, better place.

Position: HUMAN RESOURCES GENERALIST
Term: Permanent Full-time (40 hours/week)
Salary/Pay: $78,871.52 – $92,260.48 – $107,952 annually, commensurate with experience and qualifications.

The Human Resources Generalist (HRG) will work with the Human Resources (HR) unit in achieving departmental goals, contributing to a positive workplace culture, and assist in implementing wellness initiatives across the organization. Reporting to the Human Resources Manager, the HRG is an HR professional that will work as a member of the Corporate Services team and contribute to the mission and vision of the organization.

Your duties will include (but are not limited to):

- Coordinate and ensure successful completion of onboarding and orientation for new personnel;
- Work with all Human Resources staff to maintain and update human resource databases, suggest changes to the databases as needed;
- Create, safekeep, and ensure filing of confidential matters on all employee personnel files;
- Monitor legislation and regulations relevant to the organization (employment standards, occupation health and safety, human rights, etc.) to ensure the organization is compliant;
- Work with the Human Resources Manager to ensure procedures are up to date and follow legislative requirements;
- Participate in and travel to various events and meetings as may be required;
- Attend various committee meetings as necessary;
- Lead internal groups in the planning, participating in and execution of employee events (i.e. Employee Recognition, Annual Awards, Staff Events, Health and Wellness etc.);
- Coordinate and provide engagement sessions to UCCM Anishnaabe Police Service personnel;
- Assist in the development and implementation of a UCCM Anishnaabe Police Service Wellness Strategy;
- Oversee the files of employees on leaves and ensure accurate submission of documents to WSIB and Employee Health plan as required, and ensure the successful reintegration of employees;
- Other duties may be required or assigned.

Your education and experience

- Minimum College Diploma or Certificate in Human Resources, Business Administration, and/or other relevant education.
- University/College Degree in Business Administration, Human Resources, and/or other related field an asset.
- Two (2) years' experience within a human resources role is required.
- In good standing with the Human Resources Professional Association (HRPA); a CHRP designation is considered an asset.

Compensable factors include (but are not limited to):

- Respect for local Anishnaabe traditions, language, customs, culture, with a willingness to learn and use the Anishnaabe language in the workplace.
- Ability to handle multiple projects, meet multiple deadlines.
- Excellent communication (written and oral), presentation and listening skills.
- Proficiency in Microsoft Office software applications and general computer skills.
- Ability to exercise professional judgment and reasonableness in a variety of situations

We require:

- A detailed cover letter outlining your ability to meet the position requirements as outlined above, with a resume demonstrating your qualifications, along with copies of relevant course certificates.

For external applicants only, the additional documents are required:

- Contact information for three employment references (One supervisor)
- Complete and submit a Pre-Background Questionnaire
- Complete and submit a Consent and Release of Liability Form
- Complete and submit a Personal History Form
  (A thorough background check will be completed before we make an offer of employment.)

How to apply:

Send your completed application package to: Irene Altiman, Human Resources Manager
Email: irene.altiman@uccmpolice.com with the subject line "Employment Opportunity: HR Generalist"

Deadline to Apply: November 23, 2026, at 4:00 pm

Only those applicants selected for an interview will be contacted.
Questions? Please contact the Human Resources Department at irene.altiman@uccmpolice.com

Don't just join the police. Join our community.

Learn more at: **uccmpolice.com/careers**