OUR VISION…

The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws, customs, and traditions.

OUR MISSION…

The UCCM Anishnaabe Police provides effective and efficient policing while respecting and protecting our communities.

JOB DESCRIPTION

Position Title: **HUMAN RESOURCES GENERALIST**

Reports to: Human Resources Manager

Salary/Hourly Rate: Per Approved Salary Grid/40 Hours/week; 0.75 hours paid lunch period

Job Family: Civilian Support [Sworn in by Chief of Police]

Position Summary:

The Human Resources Generalist (HRG) position is established to assist the organization in successfully meeting its' mission of providing culturally sensitive policing services to the UCCM police service area. The Human Resources Generalist will be a dynamic, flexible, and organized professional. They will work with the Human Resources Manager in achieving departmental goals, contribute to a positive workplace culture, and assist in implementing wellness initiatives across the organization. The HRG is an administrative professional that will support the Human Resources Unit and be a part of the Corporate Services team. This position requires interaction with UCCM APS personnel, external HR stakeholders, and other community/agency partners.

Safety Sensitive: ☒ Yes ☐ No

This civilian support position involves contact with the public, police personnel and other justice partners daily. Civilian personnel have access to confidential information and 24-hour access to police facilities. The ability to respond, relay, and provide accurate and complete information in contributing to public safety requires alertness and sound decision-making capabilities at all times. As a result, this civilian support position is safety sensitive, and the Service's Fit for Duty program applies.

Knowledge and Skills

- Minimum College Diploma in Human Resources, Business Administration, and/or other relevant education.
- University/College Degree in Business Administration, Psychology, Human Resources and/or other related field an asset.
- Two (2) years' experience within a human resources role is required.
- Experience and/or knowledge of human resource administration and file maintenance.
- Ability to handle multiple projects, meet multiple deadlines.
- Excellent written and verbal communication skills.
- Ability to learn very quickly in a fast-paced environment.
- Proficiency in Microsoft Office software applications and general computer skills.
- Ability to exercise professional judgment and reasonableness in a variety of situations.

Key Result Areas

A. Delivers Culturally Sensitive Approach in Services

- Knowledge of the various cultural diversities of Manitoulin Island, and especially specific to the Anishnaabe communities; communicate with members of the public and all justice partners in a sensitive and respectful manner.

- Demonstrate respect for Anishnaabe traditions, language, customs, and culture while carrying out duties.
- Fluency/knowledge/understanding/willingness to learn and use the Anishnaabe Language in the workplace.

B. Contributes to Teamwork and Positive Working Relationships

- Maintains a positive rapport and good working relationship with personnel of the police service and other justice partners; includes, but is not limited to other police agencies, and other Anishnaabe and non-Anishnaabe partner services located primarily in the UCCM service area.
- Ability to work both independently and collectively with other personnel when required.
- Cooperativeness and enthusiasm when assisting others in the workplace to meet organizational deadlines and other assignments.

1. Provides Human Resource Management Support:

General Human Resources (HR) Administration:

a) Monitor legislation and regulations relevant to the organization to ensure the organization is in compliance with all applicable labour and employment laws;
b) Coordinate and lead the onboarding and orientation for new staff and staff moving to new positions within the organization, ensuring consistency throughout the organization;
c) Complete onboarding forms related to Pension(s) and Benefit(s) enrollment, emergency contact information, tax related forms, etc.;
d) Consults Human Resources Manager in order to clarify human resources policies, procedures, and gather information.
e) Prepare Oaths of Office and Oaths of Secrecy for all new employees, and ensure they are completed and submitted to the required organizations;
f) Prepare Warrant Cards and Civilian ID Badges, ensure employees notify the appropriate personnel when they are lost, stolen, and/or damaged;
g) Process and ensure submission of human resource document changes under the benefit plans, such as updates for salary levels, address changes, change in dependents, etc. for group benefit and pension plans;
h) Input and maintain human resource databases, suggest changes to the database as needed;
i) Works with the Human Resources Manager and other staff to ensure procedures are up to date and follow legislative requirements, relative to HR.
j) Interpret policies, employment agreements, directives and legislation ensuring the consistent application of policies, procedures, standards, and compliance with employment agreements to provide sound advice.
k) Works under the general direction of the manager/leadership team and within the framework of applicable legislation, collective agreements/employment agreements, internal policies, and procedures.
l) Exercises independence when coordinating engagement projects, conducting research, and recommending alternative strategies to address Human Resource issues and resolve.
m) Create, safekeep, and file confidential matters on all employee personnel files;
n) Participate and travel to various events and meetings as maybe required to promote UCCM APS;
o) Attend various committee meetings as may deemed required or necessary;
p) Attend Recruitment and Community events as maybe required representing UCCM APS;
q) When required, fulfill approved Uniform & Equipment requisitions from approved vendors;
r) As needed, register personnel for training courses and reserving accommodations as required;
s) Lead the planning and executing of employee engagement activities;
t) Support the organization in maintaining the website and social media platforms ensuring consistent and visually appealing communications;
u) Researching and working on special projects as assigned; and
v) Other duties as maybe assigned or required.

Employee Engagement:

a) Lead internal groups in the planning participating and execution of employee events (i.e. Employee Recognition, Annual Awards, Staff Events, etc.);
b) Coordinate and provide engagement sessions to UCCM Anishnaabe Police Service personnel related to the types of events staff would like to see;
c) Assist in preparing and recommending award applications to various agencies (i.e. FNCPA, OACP, Governor General, etc.) as approved by the Chief of Police;
d) Provide internal communication on upcoming events; and
e) Other duties as maybe assigned or required.

Employee Wellness and Engagement, External Outreach:

a) Provide updates to staff related to service providers locally, provincially, and nationally for employee wellness;
b) Participate in various internal groups that aim to promote the overall wellness of all staff of UCCM Anishnaabe Police Service;
c) Provides services to staff, as well as advice and guidance relevant to human resources management practices, theories, programs, and policies.
d) Promotes employee wellness throughout the service, while being responsive to needs of staff;
e) Assist in the development and implementation of a UCCM Anishnaabe Police Service Wellness Strategy;
f) Provide engagement sessions to UCCM Anishnaabe Police Service personnel;
g) Conduct research on evidence-based and industry best practices to determine implementation within UCCM Anishnaabe Police Service.
h) Creates, presents, and educates staff, supervisors, and prospective employees about UCCM Anishnaabe Police Service, career information and human resources initiatives.
i) Develops partnerships with external organizations (e.g. high schools, colleges, universities, friendship centres, First Nation communities, etc.) to represent the service at job fairs and promote employment.
j) Oversee the files of employees on leaves and ensure accurate submission of documents to WSIB and Employee health plan as needed, and ensure documents and information are updated as required;
k) Ensure the successful reintegration of employees when they return to work;
l) Liaise with staff and insurance providers related to leaves, etc.;
m) Attend OACP Disability Management Group meetings as required;
n) Attend Occupational Stress Injury+ (OSI+) Working Group meetings as required;
o) Attend various committee meetings as required or necessary;
p) Travel to attend meetings or conferences as required;
q) Other duties as maybe assigned or required.

2. Provides Administration Support:

a) Assist in the quality assurance of the company's external brand through, creating and identifying, promotional items, and various marketing materials (stand-up banner, tablecloth, etc.);
b) Design and develop internal and external communication documents as required, ensuring consistency of the company's image;
c) Other office administration duties as assigned.

3. Participate in Continuous Learning: Professional and Personal development – 40 hours minimum [Guideline Only]

Human Resources Generalist
Qualifications and Evaluated Competencies

Qualifications	
Vision and Mission	Demonstrates knowledge of organizational purpose – why the police service exists; demonstrates ability to identify how the position of the Human Resources Generalist relates to the police service vision, mission, and organizational goals;
Cultural Specific Knowledge of Service Area Population	Demonstrates community policing theory and philosophy appropriate for local Anishnaabe customs and culture for the UCCMM communities; respectfulness and sensitivity to the history and needs of Anishnaabe population when dealing with the public and other external partners.
Teamwork	Contributes positively to organizational performance goals and contributes positively to team morale; constructively contributes to team performance, willingly puts team goals ahead of individual goals; shows appreciation of the efforts of others; expresses disagreement tactfully and sensitively, gives feedback in a constructive and solution oriented manner; works cooperatively with other team members; demonstrates creativity and initiative in improving strategies and processes for enhanced team and organizational effectiveness;
Technical Job Skills	Demonstrates proficiency in typical task areas as identified in the Human Resources Generalist job description.
Analytical and Problem-Solving Skills; Use of professional judgment	Demonstrates effective use of professional and analytical judgment in completing various tasks required in the Human Resources Generalist job description.
Community Relationship Building	Demonstrates effective interpersonal skills to liaise and develop rapport with a variety of audiences: members of the public, courts, team members, and other justice partners; treats people courteously and with respect; is friendly and approachable; participates in both proactive police community education events and other general events a hosted by community groups and agencies.
Communication and Interpersonal Skills	Excellent verbal and listening skills and written communication skills including: • Speaking clearly with proper volume and tone emphasis and in a respectful and confident manner in all situations. • Giving concise, understandable, accurate directions/instructions. • Listening carefully for total meaning. • Submitting reports and required written information in a timely manner. • Maintaining confidence as required. Effective interaction with the public and other agencies in an appropriate and professional manner (courteous, polite, and positive). Effective interaction with peers, coworkers, officer, and all others in the Police Service in a cooperative, respectful, and professional manner including readily sharing own knowledge, credit, and responsibility.
Professional Growth and Professionalism	Participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development; demonstrates personal attributes that confirm leadership skills and high regard for professionalism by: Adaptability and flexibility including: • Readily accepting all assigned tasks; • Readily accepting new work assignments; • Adjusting to changes in policy, procedure, methods, etc.; Leadership skills including: • Taking control when appropriate or necessary; • Accepting responsibility; • Working well without supervision;

	• Self-confidence and ability to motivate others; • Working well independently and as a member of a team; • Ability to support/build effective teams; • Ability to analyze problems, make decisions and solve problems; • Ability to self-assess, set own goals and work diligently toward achieving them; • Demonstrating initiative in approach to work; • Drawing from own experience to apply previously learned knowledge and skills, etc. to new or unfamiliar situations; and to learn from mistakes; • Setting an example for others to follow; • Properly using of discretion /judgment to find appropriate solutions for all situations; and make sound decisions based on all available information. Professional work ethics including: • Punctuality for work, breaks, court appearances, etc.; • Following schedule and appointments consistently; • Appropriate professional behavior including ability to separate personal and professional life, ensuring personal life does not adversely affect performance at work; ability to complete required tasks in stressful situations; and ability to remain calm and in control of emotions and behaviour in stressful situations. • Maintain professional appearance in compliance with regulations and policies; • Attending work regularly(minimal incidents of absenteeism); Respect for authority including: • Accepting reasonable directions/orders without complaint or question; • Following the chain of command; • Accepting constructive criticism.
Personal Presentation: Ethics, Values and Role Model Behaviours	Demonstrates positive outlook accepts new job challenges for the benefit of services to public; demonstrates role model behaviours both on and off-duty to reflect positively upon the police service.
Essential Job Requirements	Proficiency in computer skills to learn and master a variety of specialized software applications and databases used by the service (Intime, Microsoft Office Suite, etc.). Diploma in Business and/or Human Resources is required. University/College Degree in Business Administration, Human Resources, and/or other related field an asset. Two (2) years' experience within an administrative role is required. Knowledge of Human Resource principles and previous experience in human resources is considered an asset. Emergency First Aid and Cardiopulmonary Resuscitation HeartSaver training; Valid Class G driver's license. Travel for work-related purposes may be required during employment. **Physical Effort:** Most of the time is spent in an office environment with frequent opportunity to move about. Occasionally moves/lifts light objects and standing when delivering presentations. **Sensory Effort:** Requires visual attention and concentration when working with staff to understand requirements while reviewing information or creating reports/presentations. Ability to multi- task and work with frequent interruptions. **Working Conditions:** Work is performed in a typical office environment. Routine travel to participate in job fairs, presentations, and attend conferences.