



Kitchener Public Library

Associate, Human Resources

July 8, 2024

Human Resources

Permanent, Full time

\$63,183 - \$73,272

Days (evenings and weekends as required)

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

What you will do


As a Human Resources Associate, you will lead recruitment efforts for staff and volunteers, collaborate on recognition programs to enhance our positive work environment, and oversee performance management across our system. You will grow and maintain HR metrics, provide policy guidance, and develop initiatives that align with organizational goals and compliance standards. Your role will also involve managing confidential information, leading special projects, and staying updated on HR legislation to ensure our practices meet regulatory requirements.

In this role you will:

- Direct the recruitment and selection process for both staff and volunteers, collaborating closely with internal hiring managers
- Design and organize recognition and engagement initiatives aimed at fostering a positive and motivating work environment
- Facilitate the performance management program throughout the library system, ensuring timely completion of all reviews and appraisals, and providing guidance to leaders on addressing employee relations issues through coaching
- Establish, monitor, and analyze key performance indicators (KPIs) for various HR functions. This involves creating relevant metrics, tracking performance regularly, and conducting thorough analysis to support ongoing improvement efforts across HR operations
- Provide guidance to staff on understanding HR policies and compliance with legislative requirements
- Conduct research and provide input for developing new and/or revising existing policies
- Offer insights to develop new HR initiatives that support organizational goals and ensure compliance with legislative requirements
- Manage confidential information such as employment contracts, performance management documents, disciplinary and grievance records etc
- Undertake special projects and events that positively reinforce the Library's organizational development and culture
- Stay current on HR related legislation and regulations

What you bring

- College diploma in Human Resources, Labour Relations or Volunteer Management.
- 3 - 4 years of Human Resources experience
- Excellent computer skills (MS Word, Excel, and PowerPoint)
- Strong organizational capabilities to manage multiple projects with the ability to multi-task and prioritize effectively using time management skills

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- Collaboration and relationship-building skills to establish effective professional relationships across the library with a range of stakeholders at all levels
 - High degree of initiative and problem-solving skills with keen attention to detail and accuracy
 - Sound judgment skills to navigate a variety of situations requiring discretion, tact and diplomacy when dealing with confidential information and sensitive issues.
 - Demonstrated knowledge of current HR legislation (i.e. Employment Standards Act, Occupational Health & Safety Act, etc.) and practices

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Thursday, July 18, 2024**.

Please quote **Associate, Human Resources** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.

Accommodations are available upon request for applicants with a disability.