

Job Identification

Job Title: Human Resources Generalist Plant/Manufacturing
Division: Bailey Metal Products Limited – Concord
Department: Human Resources
Reports To: Director of Human Resources

Job Purpose Summary

The Human Resources Generalist Plant/Manufacturing is responsible for providing Human Resource (HR) and Health and Safety (HS) support to managers and employees to meet Divisional and Corporate objectives. The incumbent will be responsible for health and safety initiatives, recruitment, orientation and training, benefits, and other areas as directed. They will support Corporate HR, HS and the Plant Manager with all transactional HR and HS related functions. This position will work very closely with the Director of Human Resources and work closely with the Corporate Health and Safety Manager and other members of the Management Team.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Act as a liaison between Corporate HR, HS and the employees.
- Ensure adequate training in the areas of new employee orientation, safety training, management training, benefits etc.
- Ensure policies, procedures and memos are communicated regularly to all workers and managers, and that all employees have access to updates policies and procedures
- Assist in the discipline of employees responsible for violations or infractions; working with Supervisors to provide coaching and when necessary implement disciplinary measures.
- Facilitate training and development programs for workers and partnering with third parties to provide other training programs
- Maintain a training matrix for all hourly employees logging training programs completed, expiry dates, and outstanding requirements. Follow up on training documentation to ensure completion and submission accurately and on time
- Assist with the creation and maintenance of HR and HS policies and procedures.
- Respond to internal and external HR and HS related inquiries from employees, department managers, government agencies (EI, WCB, etc.) and other parties.
- Responsible for administrative duties such as file maintenance, training record maintenance, and time/attendance maintenance.
- Maintain current knowledge of all related Company policies and employment legislations (i.e., Human Rights Act, Employment Standards, Labour Relations Act, Occupational Health & Safety Act, Workplace Safety and Insurance Act, AODA) and enforce adherence to requirements; advising managers / supervisors on needed basis

Human Resources

- Conduct full cycle recruitment for hourly and skill trade positions
- Responsible for all employee benefits, the attendance program for hourly employees, compilation of vacation and attendance; answering all related inquiries to supervisors and hourly employees.
- Assist in any investigation, incident or termination meeting

- Maintain accurate and up to date HRIS employee database for Personal data, Attendance records, Training records and requirements.
- Support employee engagement initiatives and retention through HR best practices.
- Assist in publishing the quarterly newsletter and important memo communications for employees.
- Assist in the implementation of HR programs at the assigned plant locations.
- Prepare paperwork needed to create new employee profile
- Participate in employee performance programs and performance improvement programs.
- Participate on Social Committee and assist with planning and executing events.

Health and Safety

- Conduct workplace inspections, H&S audits, report findings
- Create safety reports and maintain all safety files
- Administer Claims Management and Return to Work for non-occupational injuries or illnesses.
- Conduct Hazard Identification
- Stay abreast of all health and safety legislation, updates, trends and news, and incorporate best practices into Bailey policies, processes and procedure
- Support with incident, accident, violations and near miss incidents and reports
- Coordinate and develop emergency procedure plans
- Participate as a member on the Joint Health & Safety Committee.
- Build strong relationships with Ministry of Labour representatives to reinforce the value that Bailey places on creating a culture of H&S and assist the Ministry in the event of an inspection.
- Log and document all H&S-related activities and information to ensure compliance
- Keep in touch with employees preparing to return to work and assist with modified duties
- Submit all relevant documentation to WSIB, partner with Case Manager, Return to Work Specialist, and the employee to organize their return to work and follow up post-return
- Conduct contractor safety orientation training.
- Identifies HS problems and present submissions and briefs on behalf of the employee to government and employers including WSIB and the Ministry of Health.
- Promotes HS in the workplace by providing up-to-date information on HS issues and by implementing campaigns on specific HS.

Other:

- Driving and travelling between multiple locations
- Encourage and promote positive and effective employee relations with the workforce through communications initiatives, and monitoring employee satisfaction.
- Present a positive and professional image to all visitors, suppliers, inquiries, and other interactions.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Other responsibilities and accountabilities as assigned

Qualifications

- A minimum of three years' experience in a Human Resources capacity in a manufacturing plant with a focus in Health and Safety.
- College Diploma/Certificate in Human Resources Administration or equivalent.
- CHRP designation or commitment to complete CHRP designation an asset.
- Experience working with relevant legislation, including the Employment Standards Act and the Human Rights Code.

- Proficient working knowledge of Microsoft Office.
- Excellent written and verbal communication and interpersonal skills.
- Effective listening skills.
- Demonstrated ability to maintain confidentiality and use discretionary skills.
- Ability to multi-task, problem-solve and interact positively with internal and external customers.
- Valid driver's license and clean drivers abstract.

Working Conditions

- Overtime as required.
- Regular travel to other divisions.