

## HR & SAFETY GENERALIST

### Management Position – Human Resources & Safety Division

Salary Range \$72,069.16 - \$83,801.35 annually

SYNERGY NORTH distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and are seeking a full-time, permanent HR & Safety Generalist in Thunder Bay, Ontario. SYNERGY NORTH invests in the safety and wellbeing of our employees and provides a robust training program, and a comprehensive benefits package.

#### POSITION SUMMARY:

Under the general direction of the Vice President, HR, Safety & Corporate Risk, the HR & Safety Generalist is responsible for performing a variety of generalist duties and for providing confidential administrative services and support to the HR & Safety division.

The HR & Safety Generalist will:

- Lead the internal wellness program, support the Wellness Committee to foster a psychologically safe workplace and manage related budgets.
- Manage employee benefits, including staff enrollment, processing changes, and invoice payments, while providing support and answering benefit-related inquiries.
- Provide labour relations support, including but not limited to collective agreement interpretation, research, legislative inquiry, and fostering strong relationships with employees and their respective unions.
- Manage and maintain the HRIS, including data entry, reporting, and system improvements, while tracking and analyzing HR and Safety metrics to support continuous improvement.
- Coordinate the regular review, distribution, communication, and sign-off of all HR and Safety related procedures and programs to ensure compliance. Collaborate with key stakeholders to maintain up-to-date documentation.
- Provide administrative support for the annual corporate training program including communicating training requirements, tracking progress, maintaining accurate training records and paying invoices.
- Oversee the employee onboarding process, including preparing onboarding packages, conducting new hire orientations, while continuously monitoring and enhancing the overall employee experience.
- Provide administrative and clerical support for the division by receiving, maintaining and updating electronic HR, safety, and training records, ensuring proper document storage with accuracy.
- Support recruitment and staffing by representing the utility at job fairs, posting job openings, sourcing candidates, and coordinating with job boards, and recruitment agencies.
- Coordinate and deliver programs such as driver proficiency and hearing conservation.
- Support public safety initiatives.
- Assist with the summer student hiring processes.
- Foster a culture of safety, teamwork, innovation and creativity and communicate ideas for continuous improvement.
- Perform such other related duties as assigned.

#### MANDATORY QUALIFICATIONS:

Post secondary graduate in Human Resources Management, Business Administration, Occupational Health & Safety, or a related field with a minimum of 3 years of experience working in HR and Safety or equivalent combination of education and experience. Excellent verbal and written communication skills with a commitment to safety, teamwork and continuous improvement. Independently manages inquiries and requests and resolves problems requiring general knowledge of the utility, its policies and procedures while understanding when to follow-through, follow-up or escalate. Ability to manage sensitive information with discretion and confidentiality. Ability to work independently with minimal supervision. Excellent interpersonal skills, tact, and good judgment. Ability to work individually and as part of a team, with various groups and individuals, both internal and external to Synergy North. Highly organized self-starter with proven ability to manage multiple priorities while keeping an attention to detail. Enhanced computer skills with proficiency in the use of HRIS Systems and Microsoft Office programs, particularly Word, Excel and Outlook.

#### PREFERRED QUALIFICATIONS:

Experience working in a unionized environment. Experience in labour relations, wellness program management, benefits administration, policy implementation, data management and HRIS systems. Knowledge of HR and safety regulations, employee benefits, recruitment, and safety compliance.

#### CONDITIONS OF EMPLOYMENT:

Must have or be willing to obtain the Certified Human Resource Professional Designation (CHRP) within 3 years of hire. Must have and maintain a valid driver's license and use of a vehicle. Must be willing to work additional hours as required. Must be willing and able to work out of town as required. Must successfully complete a Police Information Check.

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**TESTING** To confirm ability and suitability, applicants may be required to take tests related to the job requirements and duties of the position, which may be conducted by a third party.

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Applications will be reviewed starting on **Monday, April 14, 2025**, and will continue to be accepted until the position is filled by the Human Resources & Safety Division. **Please submit your resume and cover letter electronically to [recruit@synergynorth.ca](mailto:recruit@synergynorth.ca)**