



Position Title:	Human Resources Advisor – Labour Relations
Position Status:	Full Time Non Union
Rate of Pay:	\$37.43 - \$43.03
Posting No.:	26-117
Posting Date:	June 29, 2026
Deadline to Apply:	July 12, 2026
Current Vacancy:	Yes

About the Position

Norfolk General Hospital and West Haldimand General Hospital is currently looking to hire a Human Resources Advisor – Labour Relations to provide professional HR consultation and support to leaders and employees across Norfolk General Hospital, Norfolk Hospital Nursing Home and West Haldimand General Hospital. The Advisor acts as a trusted partner to operational leaders, providing guidance and expertise in labour relations, employee relations, recruitment, attendance management, disability management, performance management, policy interpretation, workplace investigations, and organizational initiatives.

Position Qualifications

- University degree in Human Resources, Labour Relations, Business Administration, or related discipline. An equivalent combination of education and relevant experience may be considered.
- Certified Human Resources Professional (CHRP) designation or working towards obtaining.
- A Member in good standing with Human Resources Professional Association.
- Minimum three years of progressive Human Resources experience.
- Significant labour relations experience in a unionized environment.
- Experience managing grievances, collective agreement interpretation, and labour-management committees.
- Healthcare experience preferred.
- Advanced knowledge of labour relations legislation and collective agreements.
- Strong knowledge of the Ontario Labour Relations Act, Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, and related legislation.
- Demonstrated workplace investigation, conflict resolution, negotiation, and mediation skills.
- Demonstrated verbal and written communication skills.
- Demonstrated ability to build positive working relationships with leaders, employees, unions, physicians, and external stakeholders.
- Demonstrated analytical and problem-solving skills.
- Proficiency with HRIS systems and Microsoft Office applications especially in spreadsheeting.
- Clear police clearance
- Current Ontario Drivers License

Position Duties & Responsibilities

The HR Advisor – Labour Relations Portfolio serves as the primary resource for labour relations matters, collective agreement administration, grievance management, labour-management committees, and union partnerships. The HR Advisor works collaboratively with leaders, unions, and employees to promote positive employee relations while ensuring compliance with applicable legislation, collective agreements, policies, and organizational values.

Labour Relations and Employee Relations

- Coordinate grievance administration including investigation, preparation of responses, grievance meetings, mediation preparation, and arbitration support.
- Serve as the HR liaison for ONA Hospital Association Committee (HAC) meetings and Bargaining Unit Labour Management Committee meetings.
- Provide interpretation and application of collective agreements.
- Advise leaders regarding employee relations issues, discipline, performance management, attendance management, workplace conflict, and investigations.
- Support and coordinate collective bargaining preparation, costing exercises, and implementation of collective agreement changes.
- Partner with union representatives to address workplace issues and maintain effective labour-management relationships.
- Participate in mediations, arbitrations, OLRB matters, and legal proceedings as required.
- Conduct and support workplace investigations and fact-finding processes.
- Other duties as assigned

Human Resources Generalist Functions

- Support recruitment and selection activities including job postings, interview support, offer preparation, and onboarding.
- Provide guidance regarding employment legislation, hospital policies, and human resources best practices.
- Provide feedback and information with policy development, implementation, and review.
- Participate in employee engagement, retention, and culture initiatives.
- Support organizational change management initiatives.

- Participate on committees (coordination, scheduling, agendas, minutes) and special projects.
- Provide administrative support, feedback and information in the HR scorecard reporting process
- Other duties as assigned

HR Data Analytics

- Prepare HR metrics, reports, dashboards, presentations and workforce analytics.
 - Health Data Branch (SS9)
 - Clinical Scholars
 - HHR Workforce Survey
 - HR Scorecards
 - Non-Management and Management Salary Surveys
 - OHA Benchmarking
- Prepare analysis based on analytics
- Other duties as assigned

Interpersonal Skills and Contacts

- HR Department, including Scheduling, Employee Health and Wellbeing
- Leadership Team
- Senior Leadership Team, on occasion
- Unionized and Non-Unionized Employees
- Internal Labour Partners
- External Labour Partners (Labour Relations Officers for Bargaining Units within the organization)
- Staffing Agencies, as applicable
- Ontario Hospital Association (OHA)
- Ministry of Labour
- Workplace Safety and Insurance Board
- Community Partners
- Applicable Professional Colleges for certifications/registrations
- External Job Posting Sites, i.e., Indeed

Hours of Work – Monday – Friday 37.5 hours per week. Overtime approved as required. Travel between work locations is required.

How to apply:

Interested applicants must submit an updated resume to the Human Resources Department by e-mailing nghhr@ngh.on.ca referring to the above posting number by 1600 hours on

About Us

Located in Simcoe, Ontario, Norfolk Hospital Nursing Home provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage. Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

WHGH

Imagine a supportive employer, a career that allows you to follow your passion and calling, and the endless learning opportunities you will receive. To do what you're good at and be a part of something extraordinary. At West Haldimand General Hospital (WHGH), you can experience all of that and more. We are currently looking for a Human Resources Advisor, like you, to join our Human Resources team and gain valuable health care experience for your future. Our Human Resources team fosters a positive environment for all staff and students. You will be given the opportunity to become an integral part of our small team where you truly make a difference in the patient experience. Located in Hagersville, WHGH is just a short 30-minute drive away from Simcoe, Brantford and Hamilton. Come and join our friendly and experienced team today!

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted. Please be advised Norfolk General Hospital, Norfolk Hospital Nursing Home and West Haldimand General Hospital do not use AI to aide in the recruitment process.