

Position Title:	Human Resources Advisor – Employee Relations
Position Status:	Full Time Non-Union
Rate of Pay:	\$37.43 - \$43.03
Posting No.:	26-154
Posting Date:	August 31, 2026
Deadline to Apply:	September 14, 2026
Current Vacancy:	Yes

About the Position

Norfolk General Hospital is currently looking to hire a Human Resources Advisor – Employee Relations to provide professional human resources consultation and support to leaders and employees across the organization. The Advisor acts as a trusted partner to operational leaders, providing guidance and expertise in recruitment, employee relations, 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 the Human Resources Professional Association.
- Minimum three years of progressive Human Resources experience.
- Experience providing HR consultation in a unionized environment.
- Experience in recruitment, employee relations, attendance management, disability management, pension and benefits administration, training and development and investigations.
- Healthcare experience preferred.
- Strong knowledge of employment-related legislation and human resources best practices.
- Working knowledge of collective agreement administration and labour relations principles.
- Strong coaching, consulting, and relationship-building skills.
- Demonstrated verbal and written communication skills.
- Strong analytical and problem-solving abilities.
- Demonstrated ability to manage competing priorities in a fast-paced environment.
- Proficiency with HRIS systems (especially Workday) and Microsoft Office applications.
- Clear police clearance.
- Current Ontario Driver's License.

Position Duties & Responsibilities

The HR Advisor – Employee Relations Portfolio serves as the primary resource for recruitment, workforce planning, employee engagement, policy implementation, leadership coaching, and employee relations matters. The HR Advisor works collaboratively with leaders and employees to promote a positive workplace culture while ensuring compliance with applicable legislation, collective agreements, policies, and organizational values.

- Provide day-to-day HR consultation and support to assigned client groups.
- Lead recruitment and selection activities including workforce planning, job postings, interview support, candidate selection, offers, onboarding, and orientation.
- Support agency staff onboarding.
- Advise leaders regarding recruitment, performance management, attendance management, employee relations concerns, workplace conflict, and investigations.
- Provide interpretation of policies, employment legislation, and collective agreement provisions.
- Support employee engagement, recognition, retention, and wellness initiatives.
- Participate in policy development, implementation, and review.
- Conduct workplace investigations and fact-finding processes.
- Participate on committees (coordination, scheduling, agendas, minutes); assist the Department and leaders with special projects.
- Responsible for personnel file creation and file updates; file audits.
- Maintain positive working relationships with union representatives and employees.
- Support implementation of collective agreement changes.
- Lead the General Orientation for new hires process.
- Complete letters of employment and/or hours verification letters.
- Assist employees with name and/or contact change requests.
- Back up to labour relations activities.
- Coordinate job descriptions maintenance.
- Benefits and Pension Administration, including enrolments, changes, retirements, terminations, and death benefits claims; coordinate annual benefit dependent letters; and respond to benefit or pension inquiries.
- Prepare HR metrics, reports, dashboards, and workforce analytics.
- Assist in wage administration.
- Build and maintain effective and productive professional networks internally and externally.
- 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 NGH and West Haldimand General Hospital (WHGH) may be required.

How to apply:

Interested applicants must submit an updated resume to the Human Resources Department by e-mailing ngghr@ngh.on.ca referring to the above posting number by 1200 hours on September 14, 2026.

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.

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.