



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a Human Resources Generalist.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

We are seeking a self-driven and innovative HR Professional with a background in data analytics, compensation, and systems (HRIS) to join our team. The ideal candidate will be responsible for utilizing strong knowledge for building reports and delivering data analysis to provide insights and recommendations to support strategic HR decisions. The HR Generalist will also provide data support for our compensation program, including reports of salary/grade comparisons and other reports to inform decision making. Further, with the launch of new HRIS modules, the ideal candidate will be well versed in HR systems and have an overall comfort with technology.

The HR Generalist will facilitate daily HR functions including employee onboarding, maintenance of HR data, policy interpretation, compliance filings and audit requests, resolution of employee inquires, and leading special projects as assigned. A keen interest in health and safety is preferred, as this role will support the Joint Health and Safety Committee and Facilities Manager with health and safety activities.

This role will report to the HR Business Partner and will support the following business units: Talent Management and Corporate Administration and Digital Transformation and Corporate Operations.

Responsibilities

- Collaborate with the HR team to develop, implement and promote HR policies, procedures, and programs that support organizational goals and objectives.
- Utilize Dayforce and other platforms to develop HR metrics, identify trends, and develop key performance indicators.
- Support the annual Workforce Planning process from a system, reporting, data perspective.
- Build reports and/or dashboards and present data analysis with actionable insights and recommendations.
- Research HR trends and make recommendations in the areas of HR metrics, reporting, and systems configuration.
- Conduct regular audit of HR data to ensure accuracy and compliance with applicable regulations.
- Provide guidance and support to managers and employees on HR-related matters, including policy interpretation, performance management processes and HR administration requests.
- Act as a back-up to other HR Generalist and support Payroll and Benefits Coordinator as needed.
- Demonstrate a customer service approach and promote a work environment that values collaboration, diversity, equity and inclusion and open communication.



Specialized Skills and Knowledge

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2-5 years of related HR experience with a focus on data analytics.
- Strong analytical skills with ability to interpret and present data effectively.
- Proficiency with HRIS systems and data analytics tools (e.g., Dayforce, ADP Workforce Now, Power BI).
- Strong ability in using Microsoft Office (strong focus on MS Excel and MS PowerPoint).
- Familiarity with payroll processes and applicable legislation would be an asset.
- Experience with workforce planning and familiarity of applicable tools (e.g., Vena) would be an asset.
- Solid working knowledge of HR laws, regulations, and best practices.
- Working knowledge of equity, diversity, and inclusion (EDI) principles.
- Excellent communication and interpersonal skills with the ability to build relationships at all levels of the organization.
- Detail-oriented with strong organizational and time management skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Demonstrated discretion and confidentiality in handling sensitive HR information.
- Demonstrated ability to take ownership of assignments, manage task prioritization and work with minimal oversight.

We have fully embraced hybrid working, and for us this means coming to the office twice a week. However, if you wish to work in the office more often, you are welcome to.

If you are interested in this role, please forward your resume to peocareers@peo.on.ca by May 7, 2024.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.