



**Job Description
Payroll and Human Resources Administrator**

Hospice Peterborough

Temporary Full Time (35 hours per week)

Contract until June 28, 2019 with possibility of extension

Human Resources (HR) and Payroll Administrator

Hospice Peterborough is a hub of excellence and is the gateway to palliative services for the community. In late March 2019, we will be opening the Hospice Care Centre that will house a 10 bed Hospice residence and increase our staffing complement. As a Human Resources generalist, the Payroll and Human Resources (HR) administrator will be responsible for the oversight and development of the payroll and HR systems to meet a 24/7 working environment. The ideal candidate will have a combination of applicable education and experience including excellent oral/ written communication and organizational skills.

Please find the full job description on our website at www.hospicepeterborough.org.

Interested and qualified candidates should submit their resumé and covering letter via email by

4:30 pm Thursday November 15, 2018 to:

employment@hospicepeterborough.org

ATTN: Manager of Hospice Residence

Hospice Peterborough

Supporting you through serious illness and grief.



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Job Purpose/Summary:

As a Human Resources generalist, the Payroll and Human Resources (HR) administrator will be responsible for the oversight and enhancement of the payroll and HR systems to meet a 24/7 working environment. They will be the team lead, content expert facilitator of the HR information system processes and the payroll/scheduling system.

Primary Duties and Responsibilities:

- System administrator for all HR/Payroll processes on HR Downloads and Quadrant.
- Prepare payroll batch file for submission to bank.
- Project lead and content expert for optimizing the utilization of HR Downloads and Quadrant.
- Team lead for employee relations and Chair of People Team
- Conduct employment verification, reference checks, criminal backgrounds, credit checks, RN/LPN license checks
- Assist managers with the set up of interviews, reference checks and prepare letters of confirmation of employment.
- Provide orientation for new employees
 - answer employee questions about salaries, benefits and vacations
- Responsible for staff onboarding in the HR system, probation and performance review, sick time and absence management, health and safety training etc.
- Maintain records on confidential staff issues
- Draft disciplinary letters and advising managers on the disciplinary process
 - assist with termination or resignation including Records of Employment
- Prepare T4s
- Responsible, in partnership with the Managers, for the oversight of human resources development including personnel policies and procedures, employee handbook, etc. utilizing HR Downloads.
- Track and monitor probationary period and step increments for all employees. Advise supervisors when evaluations are required.
- Oversight of the payroll administration
- Project lead and content expert for staffing and scheduling development in payroll/scheduling system such as Quadrant.
- In collaboration with the Hospice manager, upload staff schedules, and oversee staffing/scheduling logistics and payroll.
- Responsible for the maintenance, distribution and validation of vacation and statutory holidays selection files for all staff.
- Provide manager training.



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Organizational Responsibilities:

- Participate and contribute to supportive activities, which promote effective team building throughout the organization.
- Represent Hospice Peterborough throughout the community in activities, education opportunities and committees.
- Participate in HR Working Group meetings
- Lead and Participate in health and safety training, including WHMIS, and apply this knowledge in the workplace
- Fulfill all responsibilities in accordance with the by-laws, policies and procedures, and standards of Hospice Peterborough.
- Willingness to accept other duties as required.

Key Competencies:

- **Accountability:** Take ownership of personal workload.
- **Adaptability:** Adapt and respond to changing priorities, technologies and requirements.
- **Attention to detail:** Attention to detail and the pursuit of quality of assignments.
- **Building Relationships:** Establish and maintain positive working relationships and be approachable to others, both internally and externally.
- **Commitment:** Commitment to Hospice Peterborough's mission, vision and goals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Compassion:** Demonstrate concern and empathy to colleagues and clients.
- **Foster teamwork:** Creates and fosters a work environment where ideas are shared and departments work together to achieve organizational goals and objectives.
- **Leadership:** Work well with a wide range of individuals to provide support, coaching, encouragement and direction.
- **Ownership:** Ensure deadlines are met and work is completed promptly.
- **Professionalism:** Demonstrate a high degree of professional conduct when interacting with others.
- **Teamwork:** Works cooperatively and effectively with others to reach a common goal.
- **Time Management:** Balance a myriad of tasks; prioritizes duties as needed.

Qualifications:

Education

- Degree or College Diploma in Human Resources management or equivalent

Experience

- 3-5 years experience working as a human resources generalist
- Current knowledge of the Ministry of Labour standards and the Employment Standards Act.
- Experience with payroll administration
- Excellent time management and organizational skills with the ability to prioritize own work assignments to meet strict timelines



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Knowledge, Skills, and Abilities

- interpersonal skills
- knowledge of Quadrant and HR Downloads an asset
- excellent verbal and written communication
- ability to exercise tact and discretion while handling confidential information
- problem-solving, negotiation and conflict management skills
- leadership and the ability to motivate people
- proficiency with email, word processing, spreadsheet and presentation software

Working Conditions:

- Fast-paced, highly detailed environment.
- Shared office space requires ability to focus in noisy environment.
- Ability to work with moderate frequency of interruptions, both in-person and by telephone
- Ability to carry using appropriate lifting techniques.
- Ability to: grip, walk, sit, stand, climb stairs; use fine hand movements.
- Prolonged sitting in the same location with some ability to move

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Hospice Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).