

### **The Town of Cobourg is seeking a Full Time Human Resources Generalist!**

Reporting to the Manager, Human Resources, the HR Generalist supports the implementation and administration of human resources strategies, policies, programs, and procedures that align with the Corporation's strategic plan, applicable collective agreements, and all relevant employment legislation.

The HR Generalist provides comprehensive human resources support with a primary focus on occupational health and safety, disability management, and WSIB claims. This role serves as a key advisor to leaders and employees on health and safety compliance, injury prevention, return-to-work programs, and employee wellbeing, while also supporting core HR functions including recruitment, onboarding, employee relations, learning and development, and policy administration. The position ensures legislative compliance, supports consistent people-management practices, and promotes a safe, healthy, and engaged workplace across the organization. The successful candidate will:

- Manage WSIB and non-WSIB injuries, incidents, and health and safety concerns.
- Coordinate claims management, reporting, medical documentation, modified work, and return-to-work plans.
- Partner with WSIB, managers, and external stakeholders to ensure compliance, cost control, and timely outcomes.
- Administer disability programs, employee leaves, accommodations, and EFAP.
- Act as certified JOHSC member and health and safety subject matter expert.
- Lead workplace inspections and support policy, procedure, and compliance improvements.
- Ensure legislative compliance, training delivery, and accurate JOHSC documentation.
- Coach leaders on health and safety, injury prevention, and disability management.
- Oversee health and safety training systems and corporate wellness and mental health initiatives.
- Develop and administer employee programs focused on wellness, engagement, recognition, and learning.
- Create employee and management communications, policies, and program guidelines.
- Support employees with health benefit and OMERS pension inquiries.
- Assist with the development and implementation of employee policies, procedures, and attendance management programs.
- Ensure that appropriate onboarding training is circulated to and completed by new employees.
- Other Generalist duties as assigned



# Job Posting 26-19

## Human Resources Generalist

The successful candidate will possess post-secondary education in Human Resources Management, Occupational Health and Safety, or a related field, or an equivalent combination of education and relevant experience. A Certified Human Resources Practitioner (CHRP) designation is required or in progress, with additional health and safety certifications such as CHSC, JHSC Parts 1 and 2, or CRSP considered strong assets. The role requires a minimum of three years of progressive human resources experience, preferably in a unionized environment, along with demonstrated knowledge of Ontario employment and labour legislation, including the Employment Standards Act, Ontario Human Rights Code, and Occupational Health and Safety Act. The ideal candidate will bring excellent organizational, analytical, communication, and time-management skills, the ability to manage multiple priorities, and a high level of professionalism in handling confidential information. Proficiency in Microsoft Office programs are required, along with a valid driver's license and access to a reliable vehicle. Successful completion of a satisfactory Criminal Record Check is also a condition of employment.

### **WAGE:**

The wage scale for this position is Non-Union Grade 6: \$88,625.46 to \$103,705.31 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs).

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **May 10, 2026**.

We thank all applicants however only those selected for an interview will receive a response.

*In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*