 **BRANTFORD POLICE SERVICE**

 **CIVILIAN POSITION**

**Job Posting: Human Resources Generalist Posting Type: External**

**Posting date: September 8, 2025 Closing date: September 22, 2025**
The Brantford Police Service is currently accepting applications for a full-time Human Resources Generalist.

***Level 6A: $63,144 through to $84,192 (2025 Salary Range)***

**PURPOSE OF POSITION**

Under the supervision of the Human Resources Manager, the Human Resource Generalist is responsible for providing administrative support to the functional areas of Human Resources for the Service.

Shall, in the performance of duties, respect and protect human dignity and maintain and uphold the human rights of all persons.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

* Responsible for preparing, compiling, processing and maintaining information relating to core HR functional areas, i.e., Disability Management (Short-term / Long-term Occupational and Non-Occupational Illness and Injury, Workplace Accommodation Plans), Recruitment, Selection and Orientation (Civilian and Sworn Processes), Employee Supportive Services (Safeguard, Employee and Family Assistance Program, Mental Health in the Workplace and Peer Support), Job Evaluation, and other Human Resources activities and projects as assigned
* Assist in the development and modernization of EDI strategy and liaise with other EDI community members
* Provide additional administrative support in functional HR areas such as labour relations matters, employee relations, job evaluation and pay equity, HR legislated training initiatives ensuring the application of relevant legislation, policies and procedures are adhered to
* Participate and perform committee work will also be an expectation of the position
* Respond to inquiries as required to any other needs
* Be accountable to supervisors for the duties described

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

**Knowledge**

* Certified Human Resources Professional (CHRP) designation is required (consideration will be given to those currently in the process of obtaining designation) with a minimum of two years related work experience
* Working and demonstrated knowledge of computers with willingness to learn new (internal) software programs, i.e., Parklane, Intime, BambooHR, etc.
* Understanding and good working knowledge of the organizational structure, Routine Orders, Policy and Procedures, practices within the Service, as it pertains to duties performed

**Skills**

* Excellent oral and written communication skills
* Proficiency in Word and Excel is required
* Able to keyboard accurately with a minimum speed of 40 wpm

**Abilities**

* Ability to exercise good judgment and make good decisions
* Good customer service skills with the ability to interact with internal and external customers in a courteous, confidential and tactful manner
* Organizational skills and ability to meet deadlines are essential

Interested applicants are invited to complete an [Brantford Police Service Application Form](https://www.brantfordpolice.ca/upload/editor/BPS-588-Application-Form-Final.pdf) and submit it electronically no later than **Monday, September 22, 2025 at 4:00 pm.**

Please click on the link below to upload the application with your resume/cover

<https://brantfordpoliceservice.bamboohr.com/careers/212> (**Apply to this Job**)

**Personal information submitted will be used only for the purposes of this competition in accordance with the Freedom of Information and Privacy Act.  The Brantford Police Service invites and encourages applications from all qualified individuals, including from groups that are traditionally under-represented in employment who may contribute to further diversification of our Service.**