Human Resources Generalist

The University of Guelph Ridgetown Campus has enjoyed a proud history of almost 100 years in research and close to 70 years providing quality education programs. Located between Windsor and London, the Ridgetown Campus is home to 650 full-time students and approximately 150 full-time employees including faculty, research associates, instructors, clerical, and technical staff including contractual and student staff.

Working in partnership with Prime Management Group Inc., the University of Guelph is seeking an engaging and proven Human Resources (HR) Generalist to join their Ridgetown Campus to support their mission to be a leader in applied agriculture, animal science, and environmental research and in life-long learning initiatives that are practical and relevant to society.

Reporting to the Director - Ridgetown Campus, the HR Generalist is the primary human resources contact for campus staff and faculty, responsible for the effective and consistent administration and interpretation of University policies, procedures, practices and guidelines as well as collective agreements and provincial legislation. The HR Generalist supports employee lifecycle programs including recruiting, onboarding and performance management and also provides information in response to questions on employee relations matters including: job evaluations and classifications, conflict resolution, attendance management, payroll policies, accommodations and return to work protocols by collaborating with central Human Resources and Faculty & Academic Staff Relations.

Through effective relationship building and with central Human Resources support, the successful candidate participates in conflict resolution discussions and provides advice, guidance and coaching to supervising managers, while promoting a culture of accountability and harmonizing staff relations.

To qualify for this exciting opportunity, you possess a Bachelor's Degree in Human Resources, preferably coupled with a CHRP or have a comparable combination of education and experience. You bring previous HR Generalist experience, preferably within a unionized environment and have demonstrated your ability to effectively inform and advise managers and staff. You approach your work with tact, diplomacy and sound judgement, and place importance on maintaining effective working relationships and upholding a respectful workplace. You possess exceptional interpersonal skills with the ability to mediate and abate complex situations and establish principled relationships with internal and external associates. Finally, you have strong technical skills as well as time-management skills enabling you to adapt to: changing priorities, working under pressure, and meeting deadlines. An understanding of the university environment and culture is an asset, as is an appreciation of the Ontario agri-food sector and how research, education, and training are conducted.
If interested, please [submit your application here](#) to Prime Management Group Inc. for consideration.

Position Number          465-019  
Classification            P04*  
Professional/Managerial Salary Bands

*At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.*