



## GREATER SUDBURY POLICE SERVICE

Invites applications for the position of

### ONE YEAR INTERNSHIP – Human Resources Clerk

35 hrs per week

\$19.00/hour

Under the general supervision of the Manager of Human Resources and Professional Development, the Human Resources Clerk will be responsible for the research, development, and implementation of new and innovative Human Resources strategies and best practices. The Human Resources Clerk will assist in the areas of diversity recruitment, applicant tracking and screening, selection and document management. The Human Resources Clerk will also assist with the planning and execution of recruitment initiatives, events, and various forms of professional development and information for members.

#### Duties

- Research, develop and implement a Diversity Recruitment Strategy for the Greater Sudbury Police Service.
- Research and report on Human Resources best practices and strategies.
- Tracking and screening of external applicants.
- Assist with the planning and execution of recruitment initiatives and events.
- Coordinate and participate in various meetings for internal committees such as the Diversity Advisory Committee, Intercultural Ride Along Committee, Inclusion Team etc.
- Assist with the development of professional development opportunities.
- Research and update existing Human Resources Policies and Standard Operating Procedures.
- Respond to candidate inquires.
- Assist with reference checks for potential applicants.
- Schedule candidate testing and interviews.
- Assist with proctoring candidate testing and participating in interviews.
- Assist with the daily functions of the Human Resources Branch.

**Applicants must meet the following minimum requirements:**

#### Qualifications:

- Post graduate certificate in Human Resources Management completed within the last three years.
- Currently working towards Certified Human Resources Professional Designation (CHRP)
- The position must be a first full-time employment in the field of Human Resources
- Candidates are **only** eligible to participate in the NOHFC internship program once
- Candidates must be legally entitled to work in Canada

#### Skills:

- Strong communication skills
- Demonstrated understanding of Human Resources practices and applicable legislation
- Demonstrated experience in facilitation and/or presentation skills
- Proven organizational, time management and motivational skills
- Organize own work, set priorities, and meet critical time deadlines
- Ability to work collaboratively and part of a team
- Self-starter with the ability to work independently
- Ability to maintain accuracy with a large volume of work
- Demonstrated effective written communication and interpersonal skills
- Demonstrated analytical observation, thinking and problem solving skills
- Demonstrated effective research skills

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the *Accessibility for Ontarians with Disabilities Act* (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

**We thank all Applicants; however only those selected for an interview will be contacted.**

**Please submit a cover letter and resume detailing your knowledge, skills and experience to the qualifications listed in this posting. Completion of a Human Resources Clerk Internship application also required.**

Submit applications by e-mail to [GSPS.HR@gsp.ca](mailto:GSPS.HR@gsp.ca)  
no later than **Friday, June 5<sup>th</sup> 2020 at 0800hrs.**

THIS OPPORTUNITY IS  
PROUDLY SUPPORTED BY:



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the Government  
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