



RIDEAU VALLEY
CONSERVATION AUTHORITY

The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. Thanks to our many partners, the scope of our environmental protection work includes planning, protecting source water, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

Human Resources Technician

PERMANENT FULL-TIME

\$47,440 - \$56,477 plus pension and benefits

Reporting to the Manager of Finance, you will provide Human Resources support to the entire organization. One of your main responsibilities will be to prepare and maintain documentation related to all aspects of employee files. You will administer the employee appraisal program, employee training, and health and safety policies. You will assist with Freedom of Information requests. You will stay abreast of updates to employment legislation and advise management accordingly.

As the ideal candidate, you have a diploma in Human Resources Management or Business (or equivalent experience) and three to five years of relevant experience in a role involving development of policies, recruiting, and administering Human Resources programs. You have excellent organizational skills, proven attention to detail, and absolute discretion in dealing with confidential information. Your written and verbal communication skills in English are excellent. You are proficient in the MS Office applications.

Experience with payroll and benefits programs are an asset.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, please send your resume and covering letter, no later than **4:00 p.m. on Thursday, November 22nd** to:

Human Resources
Rideau Valley Conservation Authority
P.O. Box 599, 3889 Rideau Valley Drive
Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

e-mail: hr@rvca.ca

For a complete JOB DESCRIPTION, visit us on the web at www.rvca.ca

The Rideau Valley Conservation Authority is an equal opportunity employer.

We welcome all applications; however, we will contact only those candidates selected for consideration.

We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require an accommodation, we will work with you to meet your needs.