

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings that are open by appointment only.



Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



Your Opportunity:

Reporting to the Chief Executive Officer, the HR Associate plays a critical role in supporting employees, managers, and senior leadership across all aspects of the employee lifecycle. Working in a unionized environment, this role provides hands-on HR services while receiving guidance and support from CLMA Senior Management and the Municipality's Human Resources team.

This position is ideal for an adaptable, highly organized HR professional who is comfortable working independently, managing competing priorities, and applying sound judgment in a complex and evolving environment. The HR Associate supports a positive employee experience, ensures legislative and collective agreement compliance, and contributes to building a respectful, inclusive, and engaged workplace culture.



Working Conditions:

Salary Range: \$67,863 to \$82,490 annually (2026 rate)
Status: Temporary Full-Time Contract (Up to 9 months)
Schedule: 35 hours per week, including evenings and weekends as needed
Work Location: System-wide



Position Responsibilities:

- Administer all aspects of human resources operations, including full-cycle recruitment, performance management, attendance management, training management, and employee relations
- Act as the primary point of contact for employees and managers on HR-related matters, providing guidance consistent with legislation, collective agreements, organizational policies, and best practices
- Support the administration and interpretation of collective agreements in a unionized environment, including assisting with grievances, investigations, and workplace conflict resolution
- Coordinate recruitment processes, including job postings, screening, interview coordination, reference checks, and employment offers
- Provide advice and support to managers on performance management, attendance management, and progressive discipline, in consultation with Senior Management and the Municipality's HR team
- Administer leaves of absence, accommodations, return-to-work processes, and disability management in compliance with applicable legislation
- Maintain accurate and confidential employee records and HR documentation
- Support health and safety initiatives, including incident reporting, WSIB documentation, and compliance with Occupational Health and Safety requirements
- Assist with compensation administration, position changes, and HR data reporting
- Support organizational initiatives related to diversity, equity, inclusion, accessibility, and employee well-being
- Ensure compliance with the Employment Standards Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, and related legislation
- Liaise with the Municipality's Human Resources team and external partners as required
- Contribute to the development, review, and implementation of HR policies, procedures, and tools
- Perform other related duties as assigned in support of organizational objectives



Essential Qualifications:

- Post-secondary diploma or degree in Human Resources, Business Administration, or a related field
- CHRP designation or working toward designation is considered an asset
- Minimum three (3) years of progressive human resources experience, preferably in a unionized environment
- Demonstrated experience administering collective agreements and supporting employee relations matters
- Strong working knowledge of Ontario employment legislation and HR best practices
- Ability to work independently while exercising sound judgment and discretion
- Excellent interpersonal, communication, and organizational skills
- Proven ability to handle confidential information with professionalism and sensitivity
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment
- Proficiency with HRIS, payroll systems, and Microsoft Office applications
- Experience with ADP is considered an asset
- A satisfactory Vulnerable Sector Check is required prior to commencement of employment



Application:

The Clarington Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in a single Word or PDF document by **Tuesday, February 3rd, 2026** to the following confidential email address: recruitment@cplma.ca quoting the job title and file number **2025-CLMA3NAF**.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.