

<b>Position:</b>	<b>Human Resources Associate</b>
<b>Location:</b>	<b>Toronto, ON – RHRA operates in a hybrid working environment</b>
<b>Status:</b>	<b>Permanent Full-Time</b>
<b>Reporting to:</b>	<b>Manager, Human Resources</b>
<b>Salary:</b>	<b>\$71,645 to \$89,556 – Commensurate with level of experience</b>
<b>Vacancy Status:</b>	<b>One (1) open position</b>

**About us:**

*The Retirement Homes Regulatory Authority (RHRA) is a self-financing authority independent of government, with the mandate to license and inspect Ontario's more than 780 retirement homes where over 70,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.*

*The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.*

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**Position Summary:**

Reporting to the Manager, Human Resources, the **Human Resources Associate** supports the effective delivery of integrated HR services that enable organizational performance and employee engagement. The role contributes across key HR functions including talent acquisition, workforce planning, payroll, financial coordination, compensation and benefits, employee relations, and organizational development. The Human Resources Associate ensures HR practices are compliant, data-informed, and aligned with organizational values, while providing responsive and client-focused support to managers and employees in a regulatory environment.

**Key Responsibilities:**

- Support the full cycle recruitment and on-boarding process for all positions, including job postings, screening, questionnaire development, interviews, and background checks.
- Provide responsive, client-focused HR service and support to employees and managers, addressing inquiries and ensuring a high standard of service delivery.
- Support all HR record-keeping, in paper and electronically, to ensure data integrity, efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records.
- Assist in the development, review and evaluation of HR policies and procedures to ensure alignment with legislation, organizational needs and best practices.
- Support in the preparation and validation of payroll entries on a bi-weekly basis.
- Prepare Personnel Action Forms that support HR transactions in a timely manner.
- Administer the RHRA's group benefits and retirement savings program, including enrolment, member changes and termination processing.
- Support the administration of RHRA's total rewards, performance management, job evaluation system and training and development programs.
- Prepare and analyze HR and payroll reports, including workforce metrics, to support decision-making and operational effectiveness.

- Participate in external and internal surveys and conducts in-depth analysis of market and internal data, including preparing reports on results and findings.
- Contribute to organizational initiatives that establish and maintain good relationships within the organization, fostering a culture that reflects the core competencies of accountability, communication, integrity and service excellence.
- Contribute to and distributes staff news and other communication materials.
- Coordinate and conduct employee information sessions on relevant HR matters.
- Collaborate with the Social Committee to organize events and activities that promote a community spirit amongst RHRA employees.
- Participate in the Joint Health & Safety Committee to promote and advocate for a healthy and safe working environment for employees, including accident investigations and WSIB reporting.
- Maintain awareness and knowledge of HR trends – methods, theories, issues and legislation to determine impact on current HR programs.
- Evaluates and proposes improvements of existing systems and procedures, identifying best practices in alignment with the RHRA mandate, operational effectiveness and budget realities.

#### **Minimum Qualifications:**

- Completion of a post-secondary education in a related discipline such as Human Resources Management, Organizational Behaviour, Business Administration, Payroll Administration.
- CHRP designation (or in progress) considered an asset.
- 3 years of progressive HR experience, ideally in public sector, regulatory, or not-for-profit environments.
- Knowledge of Ontario employment legislation and HR best practices.
- Experience with HRIS and payroll systems.

#### **Required Competencies:**

- High integrity, discretion and professionalism, with accountability for confidential-sensitive information, quality, timely and cost-effective results.
- Strong client service orientation, self-confidence and tact, with the ability to understand organization and employee needs.
- Demonstrated commitment to the RHRA's core values.
- Strong presentation, written and verbal communication skills, with the ability to clearly and effectively communicate with all levels of employees, managers, peers, vendors and other parties.
- Strong interviewing and assessment skills to drive and manage the recruitment of high-potential and competent employees.
- Effective collaboration and teamwork skills to establish and maintain effective working relationships with others and to accomplish shared goals and objectives.
- Demonstrated ability to be operationally focused, detail-oriented, well-organized and self-directed.
- Ability to work well under deadlines and competing priorities.
- Strong analytical skills and logical thinking.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, Visio).
- Bilingualism in French and English is an asset.
- Don't check all the boxes? We encourage you to apply anyway!

**The RHRA offers a great working environment, learning and development opportunities, work-life balance, competitive compensation and benefits package.**

**Other Requirements:**

Satisfactory Professional and Criminal Reference Checks. RHRA currently operates in a hybrid work environment. Required office equipment (laptop, headset, softphone) will be provided. Please note that applicants who receive any conditional offer of employment from RHRA may be required to provide proof that they are double vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. RHRA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code.

**Accommodation:**

Retirement Homes Regulatory Authority (RHRA) has a diverse workforce and is an equal opportunity employer. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

**Application process:**

Retirement Homes Regulatory Authority (RHRA) invites applications from all qualified individuals. The RHRA is committed to equal opportunity, diversity in the workplace, equity and reconciliation, and welcomes applications from Indigenous people, Black and racialized groups, people with disabilities, 2SLGBTQ+ people and women.

Interested candidates may submit their **cover letter and resume** to [careers@rhra.ca](mailto:careers@rhra.ca) by **April 30, 2026**.

We thank all applicants; however, only those under consideration will be contacted.