



# THE THUNDER BAY POLICE SERVICE

## *POSITION DESCRIPTION*

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**POSITION:** Human Resources Intern  
**BRANCH:** Corporate Services  
**UNIT:** Human Resources  
**REPORTS TO:** Human Resources Manager  
**PAY SCALE:** \$28.00 per hour

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### CORE COMPETENCIES

The **Human Resources Intern** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
<b>Accountability and Excellence</b>	<ul style="list-style-type: none"><li>• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.</li><li>• Address others whose behaviours are contrary to TBPS values.</li><li>• Demonstrate required level of job-related skill.</li><li>• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.</li><li>• Comply with all relevant codes of conduct, policies, and procedures.</li><li>• Exercise self control, adaptability, and flexibility in stressful or difficult situations.</li><li>• Accept responsibility for own actions regardless of consequences.</li><li>• Respect the dignity, human rights, equity, diversity, and inclusion of others.</li></ul>

Competencies	Requirements
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Apply established guidelines and procedures to make informed decisions.</li> <li>• Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process.</li> <li>• Consider consequences of decisions including the impact on others and the TBPS.</li> <li>• Reach decisions that are consistent with established procedures and TBPS values.</li> <li>• Assess the effectiveness of decisions and responds accordingly.</li> </ul>
<b>Interaction and Influence</b>	<ul style="list-style-type: none"> <li>• Promote team goals, share the workload, and assist others.</li> <li>• Give credit and acknowledge contributions and efforts of peers.</li> <li>• Treat others fairly, ethically, and with value — communicating openly and building trust.</li> <li>• Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding.</li> <li>• Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS.</li> <li>• Ability to accept and act on constructive criticism.</li> <li>• Effectively communicate using strategies to achieve common goals, influence, and gain support of others.</li> </ul>
<b>Social &amp; Cultural Competency</b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional, empathetic, and objective demeanour.</li> <li>• Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds.</li> <li>• Recognize and respect diversity through communication and actions in all contexts.</li> <li>• Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own.</li> <li>• Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS.</li> <li>• Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.</li> </ul>

<p><b>Planning and Organization</b></p>	<ul style="list-style-type: none"> <li>• Plan and organize work.</li> <li>• Identify importance of tasks and prioritize time accordingly to ensure completion of all tasks within timeframe.</li> <li>• Make effective use of available resources to meet work objectives.</li> <li>• Monitor the attainment of objectives and/or quality of the work completed.</li> </ul>
<p><b>Providing Advice and Guidance</b></p>	<ul style="list-style-type: none"> <li>• Keep current with changes related to area(s) of expertise and disseminates relevant information.</li> <li>• Provide advice and guidance to others on issues related to area of expertise.</li> <li>• Analyze implications of proposed course of action to mitigate risk.</li> <li>• Identify and propose solutions that take into consideration all parties involved in a situation.</li> <li>• Adapt strategies to take into account evolving trends and best practices.</li> </ul>
<p><b>Information Management</b></p>	<ul style="list-style-type: none"> <li>• Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information.</li> <li>• Demonstrate awareness of key types and sources of information needed to perform duties.</li> <li>• Effectively use technology and/or systems to manage information pertinent to the position.</li> <li>• Ensure appropriate security protection, storage, and maintenance of information.</li> <li>• Respect confidentiality of information.</li> <li>• Knowledge of computer applications pertinent to position.</li> </ul>

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

The **Human Resources Intern** is responsible and accountable to the Human Resources Manager for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Works with Human Resources team to ensure support and implementation of HR programs, processes, and initiatives.
- Provide administrative support to the Human Resources team.
- Prepare and process personnel change notifications (TB483s) regarding increments, classifications, hires and terminations within the pay period and calculate termination payouts.

- Supports the disability management program by working with City HR to ensure proper and timely payment of claims, monitoring of claims for approvals and liaising with City HR and insurance company adjudicators regarding claims.
- Maintain up-to-date personnel files and seniority list, ensuring new information is added in a timely manner.
- Support and assist with recruitment and selection initiatives where required by scheduling interviews, and scheduling and facilitating testing.
- All other duties as assigned within the core competencies.

## **QUALIFICATIONS**

- Degree or diploma in business administration or commerce, majoring in Human Resources.
- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to establish effective working relationships with staff, other stakeholders and the general public.
- Ability to work independently and as part of a team.
- Demonstrated accuracy, organizational skills, problem-solving and multi-tasking skills.
- Ability to use independent judgement and maintain confidentiality of records, actions and information.
- Proficiency in word processing, spreadsheets, presentation software and data entry.

## **WORKING CONDITIONS**

- Required to work 7-hour shifts consisting of 5 on, 2 off with occasional flex shifts to meet the operational requirements. Planned flexible shifts or hours may be required from time to time to perform some tasks.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.

## TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

### APPROVAL:

Prepared by: HR Manager, S. Vita #2471	Initial Date Created: October 11, 2022
Revised by: NA	Revision Date: NA
Approved by: Inspector G. Snyder #714	Approval Date: October 11, 2022
Last Updated: October 11, 2022	Revision #: 000