

# YOUR NEXT CHAPTER STARTS HERE!

Niagara Peninsula Energy Inc.



**JOB TITLE:** People and Culture Generalist

Niagara Peninsula Energy Inc. (NPEI) is a trusted Ontario electricity distributor serving approximately 59,000 customers across Niagara Falls, Lincoln, Pelham and West Lincoln. Rooted in community and focused on performance, NPEI is entering a period of significant growth and opportunity shaped by electrification, modernization, customer expectations and a focus on new non-regulated businesses. To drive innovation, shape culture and innovate people, join NPEI as our new People and Culture Generalist.

## WHY THIS ROLE MATTERS

**Because this is a rare opportunity to influence the future of a respected community utility at a time of major sector transformation**

**Because you will join an organization that values safety, customer-centricity, accountability, collaboration and community impact**

*Shape Strategy. Drive Transformation. Power the Future of Energy!*

## ROLE SUMMARY

Reporting to the Manager of People and Culture, this role serves as a key point of contact for the delivery of Human Resources programs and services across the organization. The People and Culture Generalist partners with leaders and employees to support the development, implementation, and continuous improvement of HR policies, programs, and initiatives. This includes providing guidance in areas such as compensation, labour relations, employee relations, engagement, performance management, talent acquisition, learning and development, and HRIS. Acting as a trusted business partner, the HR Generalist contributes to employee development and succession planning while also supporting benefits administration when required while fostering a positive, high-performing, and compliant workplace.

## MAJOR ROLES & RESPONSIBILITIES

1. **Supporting** organizational initiatives, ensuring HR programs and practices are aligned with business priorities and corporate goals, and are executed in a timely manner to meet the needs and expectations of all stakeholders.
2. **Leveraging** data analysis and reporting to identify workforce trends and provide insights that inform strategic HR initiatives and decision-making. Contribute to the planning and execution of ongoing projects, supporting organizational priorities. Partner in identifying employee skill gaps and facilitate targeted learning and development solutions to strengthen workforce capabilities and support business objectives.
3. Providing **Strategic** consultation, coaching, and guidance to leaders and departments on recruitment and performance management practices. Partner with the Manager of People and Culture to support employee development and employee relations, contributing to a positive and high-performing work environment.
4. **Supporting** and help **drive** the full talent acquisition lifecycle, including recruitment, selection, and onboarding, ensuring alignment with organizational needs and workforce planning. Contribute to the development and ongoing maintenance of job descriptions, ensuring they remain accurate, consistent, and aligned with evolving business requirements.
5. **Supporting** the administration of employee benefits programs, including pension, life insurance, and health, dental, and vision plans while serving as a primary point of contact for employee inquiries, providing clear guidance and responsive support on all benefits-related matters.
6. Act as a **trusted advisor** to leaders by providing guidance and support on employee relations matters, including issue resolution and problem-solving, while ensuring the consistent interpretation and application of the Collective Agreement, grievance procedure, employment legislation, and HR policies. Support a fair, compliant, and solutions-focused approach that aligns with organizational objectives.
7. **Proactively** research, evaluate, and recommend enhancements to HR programs and services to support organizational effectiveness. Lead and support the implementation of approved initiatives, ensuring alignment with business objectives and change management best practices. Continuously assess and improve HR processes, effectively communicating updates to stakeholders to drive understanding and adoption. Support the implementation and ongoing administration of the HR Information System (HRIS), ensuring data integrity, process efficiency, and adherence to established standards.
8. **Support** the People and Culture team and the negotiating committee throughout the collective bargaining process by contributing to the development of proposals, and conducting research and analysis on industry trends, labour market data, and best practices to inform negotiation strategies and outcomes.

## WHAT YOU WILL BRING

- Written and verbal communication skills
- Ability to work independently and collaborate with fellow colleagues, stakeholders and third parties
- Decision-making and problem-solving abilities
- Analytical and data interpretation
- Cultural sensitivity and discretion
- Ability to handle pressure and thrive in a busy and collaborative environment
- Interpersonal skills and the ability to manage conflict
- Flexible, resilient and adaptable to changing needs and demands
- Knowledge of employment legislation (Ontario Human Rights Code, Ontario Employment Standard Act, Labour Relations Act, Accessibility of Ontarians with Disabilities Act, Pension and Benefit Act, Pay Equity Act)
- Understanding of Occupational Health and Safety Act and Workplace Safety Insurance Act standards

## YOUR EXPERIENCE

- Post secondary education in Human Resources Management, Business Administration, or a related field.
- Completion of Specialized Human Resources Management Education Program.
- Registered with Human Resources Professional Association (HRPA) and has successfully obtained their CHRP and/or CHRL Designation.
- 3-5 years of relevant, and progressive experience.

## APPLY TODAY!

**SALARY RANGE: \$85,000 - \$106,000**

Interested and qualified applicants are encouraged to apply by submitting a cover letter and resume no later than by **4:30 p.m. on July 10, 2026** to [people.culture@npei.ca](mailto:people.culture@npei.ca)

Please attach your resume and cover letter in **.docx or .pdf format**.

### Career Center URL:

<https://www.npei.ca/about-us/careers>

Niagara Peninsula Energy Inc. is committed to creating an inclusive workplace and we encourage candidates from diverse backgrounds, experiences, and those who may need accommodation to apply to join our team. Our commitment to excellence in diversity goes beyond promoting equity. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work.

*We sincerely thank all applicants for their interest in this position; however, due to volume, only those selected for an interview will be contacted. Niagara Peninsula Energy Inc. is an equal opportunity employer and is AODA compliant. If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the People & Culture Department. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. In accordance with Canadian immigration requirements, this advertisement is directed to applicants who are authorized to work in Canada.*