



Human Resources Services Coordinator
Internal Employment Opportunity

Competition Details

Competition Number	HOA.HRC(P)26-27.003
Available Positions	Permanent Position
Division	Corporate & Members’ Services
Location	Confederation Building, St. John’s
Closing Date	August 7 th 2026
Salary	HL-19: \$67,358 – \$87,566

Position Details

Context Corporate & Members’ Services Division ([CMS](#)) provides financial; budgetary; human resources, payroll; and general administrative services to the House of Assembly, including caucus offices, Members of the House of Assembly and their staff, and to the Statutory Offices (excluding the Office of the Auditor General). CMS is made up of four sections, which work in a fast paced, collaborative environment. Employees of the HOA enjoy comprehensive benefits such as a defined benefit pension plan, group medical/dental, paid provincial holidays, and paid leave benefits starting at 25 days per year.

Duties Reporting to the Director of Human Resources Services and Compensation and Benefits, the Human Resources Services Coordinator supports the Director in the development, implementation, administration and evaluation of various human resources programs/services to staff of the Legislature, Statutory Offices, Members and political support staff.

The coordinator provides professional services in all areas of Human Resources including staffing, learning and development, staff relations and employment counselling and referral, performance management, occupational health and safety, policy development, organizational design, job descriptions and classification development and review.

The coordinator supports the Director in the recruitment function for the Legislature by acting as board chair for support level positions. The incumbent also performs payroll review and approval functions as required and audits the leave management function for the House of Assembly Services, the Statutory Offices and political support staff.

Merit Criteria

Screening Criteria

- 1. Completion of an undergraduate degree in Business/HR (equivalencies will be considered)
- 2. Relevant experience in human resource management
- 3. Training and experience in classification
- 4. Selection Board Training

Assessment Criteria

- 1. Knowledge of relevant human resource management policies, procedures, and practices
- 2. Knowledge of payroll systems and processes (asset)
- 3. Ability to communicate effectively (verbal)
- 4. Ability to communicate effectively (written)
- 5. Ability to manage time and tasks
- 6. Ability to think critically
- 7. Relationship building
- 8. Initiative
- 9. Client service orientation

Conditions of Employment

Conditions of	1. Required to abide by the Code of Conduct for Employees of the House of Assembly Service
Offer/Acceptance	2. Required to work flexible start/end times for workday
	3. Required to work overtime (occasional)
	4. Must be non-partisan

Applicant Information

- The House of Assembly values diversity in the work place and is an equal opportunity employer.
- Preference will be given to applicants who are legally entitled to work in Canada.
- Applications should be received before the close of business on the closing date - late applications with explanation may be accepted.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- All information submitted as part of this application must be factual, complete and current to date of submission
- This competition may be used to fill future similar vacancies with the House of Assembly

How to Apply

Applications, quoting Competition Number HOA.HRC(P)26-27.003, should be submitted

Online	HOACompetitions@assembly.nl.ca
By Mail	Human Resources Services & Payroll Administration Corporate and Members’ Services Division House of Assembly P.O. Box 8700 St. John’s, NL A1B 4J6
By Fax	(709) 729-3078

For additional information on this position, please contact Karen Chaytor by email karenkchaytor@assembly.nl.ca