

The District Municipality of Muskoka is currently recruiting for a

Human Resources Business Partner



Posting Date: Wednesday, September 23, 2026

Closing Date: Wednesday, October 7, 2026 @ 12:00 NOON

Starting Rate: \$75,776 annually

Salary Range: \$75,776 - \$88,648 annually

Hours of Work: 37.5 hours per week

Location: Primarily at Fairvern Long Term Care Home in Huntsville & periodically in Bracebridge

Classification: Non-union, Class NU5

Status: Permanent full-time

This job posting is for an existing vacancy.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

This role partners with and provides Human Resources (HR) expertise to an assigned internal client group(s) by advising, coordinating, coaching, and providing advice, guidance and support on a broad range of HR functions including labour and employee relations, disability management, policy and collective agreement interpretation, compensation and job evaluation, recruitment and onboarding, performance management and learning and development.

This is a unique opportunity for a forward-thinking change leader to help shape Fairvern's future as we transition to a new, larger long term care home in 2027 and welcome several new team members to the organization.

What you will do:

- Provide employee and labour relations support to managers and employees, including coaching, investigations, resolution of day-to-day workplace matters, and work with union representatives.
- Advise on the consistent interpretation and application of collective agreements, employment legislation, policies, and procedures; monitor legislative changes and recommend actions to maintain compliance.
- Lead disability management, workplace accommodation, and leave processes for an assigned client group, working collaboratively with employees, managers, unions, and third-party claims providers.
- Partner with hiring managers to deliver full-cycle recruitment and staffing services, including workforce needs analysis, job description development, recruitment strategies, candidate assessment, and onboarding documentation.
- Lead and support assigned HR programs and corporate initiatives.
- Conduct HR research and data analysis; identify trends, prepare reports and recommendations, support collective bargaining activities, deliver training and presentations, and improve HR processes, forms, and tools through standardization and automation.

What you will need:

- Three-year post-secondary diploma in Human Resources, Labour Relations Management, or a related discipline, combined with three years of progressive HR generalist experience. Experience in a unionized environment is preferred, HRPA designation is considered an asset.
- Demonstrated knowledge of Ontario employment and labour relations legislation, regulations, collective agreements, and HR policies and practices.
- Strong relationship-building, communication, coaching, and consultation skills, with the ability to work effectively with managers, employees, union representatives, and internal partners.
- Sound investigative, analytical, problem-solving, and judgment skills, including the ability to manage sensitive and confidential employee relations matters.
- Proficiency with Microsoft Office applications, HR information systems, and related technology, along with the ability to manage competing priorities and deadlines in a high-volume, collaborative environment.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment

- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), **please email a cover letter and resume to Natalie Brake, Manager, Human Resources, Natalie.Brake@muskoka.on.ca, prior to 12:00 PM on Wednesday, October 7, 2026.**

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).