



GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



HR Business Partner

(Job ID# 2019.84)

Department: Human Resources
Location: Civic Centre
Status: Permanent, Full Time
Number of Positions: 1
Annual Salary: \$85,192.00 - \$105,237.18
Date Posted: May 24, 2019
Date Closing: June 9, 2019

Come work with us! Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose: The Human Resources Business Partner is responsible for developing and delivering a suite of Human Resources services and initiatives to designated departments. As a member of the Human Resources team, you work collaboratively with the broader Human Resources team. You act and serve as a consultant to management on human resources issues. Build and implement effective people strategies that attract, develop and retain employees to establish an effective talent pipeline as well as helping refine the Town's talent acquisition process. Provide coaching, advice, guidance and interpretation of Human Resources policies, procedures and collective agreements to deal with employee and labour relations issues. Promote compliance with Town policies, procedures and applicable legislation.

Qualifications: Diploma in Human Resource Management or other relevant discipline from an accredited College/University; Certification/designation in a Human Resources discipline (CHRP/CHRL); Five (5) years' human resources generalist experience, in a municipal environment. ***For full details please see attached job description***

How to apply: Qualified applicants are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply in confidence by **June 9, 2019**, quoting file #2019.84 to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment: The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

We thank all candidates for their interest, however only those being considered will be contacted.

JOB DESCRIPTION

Title: Human Resources Business Partner

Position Summary:

The Human Resources Business Partner is responsible for developing and delivering a suite of Human Resources services and initiatives to designated departments. As a member of the Human Resources team, you work collaboratively with the broader Human Resources team. You act and serve as a consultant to management on human resources issues. Build and implement effective people strategies that attract develop and retain employees to establish an effective talent pipeline as well as helping refine the Town's talent acquisition process. Provide coaching, advise, guidance and interpretation of Human Resources policies, procedures and collective agreements to deal with employee and labour relations issues. Promote compliance with Town policies, procedures and applicable legislation.

Responsibilities:

Recruitment

- Responsible for the complete life cycle (on-boarding to off-boarding) process for customer departments.
- Conducts employment interviews, provides assessments and recommendations to customer departments. Selects candidates in conjunction with hiring managers. Negotiates salary and conditions of employment with successful candidates. Provides feedback to candidates following interviews. Conduct reference checks.
- Analyzes job qualifications and prepares internal and external recruitment postings; ensures hiring procedures remain consistent with the Town's policy, collective agreements and employment legislation.
- Co-ordinates and recommends appropriate recruitment strategies and forecasting for customer departments. Develops innovative recruitment strategies for hard to fill positions.
- Collaborate with the Health & Safety Coordinator to conduct individual and group orientation sessions regarding benefits, Human Resources policy and Health & Safety training.
- Ensure proper documentation/record keeping for all stages of the employee lifecycle: general human resources correspondence, such as employment offers, letters of discipline, counselling and termination.
- Track and report on all talent movement, including promotions, voluntary/involuntary job changes, new hires, exception tracking and compensation exceptions.
- Conduct exit interviews in order to collect research on trends and issues; sharing information with management as needed.
- Research and complete applications for student and employee grants/funding.

Labour Relations

- Counsels management and staff on the interpretation and application of various human resources policies, collective agreements and employment legislation, ensuring consistency in interpretation, quality and deliverable outcomes. Participates in grievance meetings, arbitrations and collective bargaining.
- Assists managers/supervisors with managing union employees (i.e. lay-offs, bumping process, grievance handling, etc.) ensuring seniority guidelines are met and appropriate staff are notified.

Liaison, Communication and Customer Service

- Maintains key contacts, relationships and partnerships with the CAO, Council, Department staff, municipal government and external agencies to promote and develop organizational improvements.
- Facilitates the successful implementation and maintenance of Performance Management process. Work with customer departments to identify performance gaps and participates in the execution of interventions to address them.
- Recommends the development and/or delivers training seminars for all staff as necessary to ensure on-going development of the Town's resources and the effective implementation of new policies/procedures in concert with customer departments and Learning and Development

- Attends meetings and participates on committees, task force and work groups.
- Responds to public and stakeholder inquiries in a timely and sensitive manner.
- Participates as a member of your customer department team meetings as requested.
- Provides the initial point of contact for all human resources matters for designated customer departments, providing advice to management regarding sensitive employee issues such as termination, discipline and counselling.
- Advise and investigate (when applicable) appropriate resolutions to employee relations issues to ensure appropriate organizational policies and procedures are being followed.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
- Enforces the Town's Health and Safety Program, procedures and best practices.

Finance and Budget

- Monitor recruitment budget
- Ensure goods and services are acquired in accordance with the procurement policy.

- **Continuous Quality Improvement**

- Participate in a wide variety of projects, programs and initiatives designed to drive continuous improvement.
- Conducts on-going evaluations and recommends updates to human resources policies and procedures as appropriate to establish, maintain and improve professional standards and consistency in recruitment, selection, performance management, job development, human resources planning, employee and labour relations.
- Identifies trends and analyzes effectiveness of implemented programs and practices.
- Ensures effective use of technology, efficiency and quality in process and procedure.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and workflow integration.

Other Responsibilities

- Performs other duties as assigned to meet departmental, corporate goals and program/service objectives.
- Promotes the Code of Conduct, Town Values, Human Resources policies with all Town staff.

Minimum Qualifications:

- Diploma in Human Resource Management or other relevant discipline from an accredited College/University.
- Certification/designation in a Human Resources discipline (CHRP/CHRL).
- Five (5) years' human resources generalist experience, in a municipal environment.
- Experience in a complex public or private sector unionized environment.
- Thorough working knowledge of the Employment Standards Act, Labour Relations Act, Ontario Human Rights Code, AODA, Occupational Health and Safety Act and other relevant legislation.
- Familiarity with collective agreement and policy interpretation.
- Knowledge of and/or experience using HRMS/HRIS.
- Working knowledge of BambooHR and iCity considered an asset.
- Project management leadership skills working with a variety of customer department groups.
- Proven ability to develop and execute human resources programs to drive the achievement of the Human Resources Business Plan objectives.
- Skilled in behavioural interviewing techniques.
- Ability to work under tight deadlines within a high volume environment.
- Professional demeanor and the ability to maintain a high level of confidentiality.
- Ability to build relationships, influence and collaborate, be a trusted and credible coach/advisor.
- Ability to work in a dynamic, demanding work environment while remaining positive and focused.
- Excellent interpersonal, communication, organizational, research and problem solving skills.

- Strong orientation to detail with strong customer consultation skills.
- Demonstrated skills and ability to manage conflict /challenges.
- Commitment to ongoing personal and professional development and to the principles and philosophy of customer service.
- Ability to work both independently and as an effective team member.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.
- Computer literacy utilizing word processing, spreadsheet, presentation and database software, e-mail and the Internet.
- Ability to work outside regular business hours, as required.

Physical Demands and Working Conditions

Normal office conditions.