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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Human Resources Business Partner
Division/Department: Human Resources and Organizational Effectiveness
Reporting To: Manager, HR Business Partner Services
Campus: North or Lakeshore
Salary: To be determined

Competition #: 2019-906
Status: Contract

POSITION SUMMARY:

The Human Resources Business Partner will function collaboratively as a member of the Human Resources and Organizational Effectiveness team by providing the full range of HR services to an assigned client group. The incumbent will be a strategic partner to the organization by embedding HR strategy into day-to-day work and providing professional HR guidance and support to relevant internal client groups with the objective of adding value to the business. As the first point of contact for employee and labour relations, strategic workforce planning, performance management and talent strategies implementation, this position requires the incumbent to take an active leadership role in assisting managers in areas such as job descriptions and evaluations, recruitment and selection, absence management and return to work.

The incumbent will provide sound advice and proactive guidance to their assigned client groups; this includes the participation in and implementation of various HR processes and initiatives. The individual will work with departmental stakeholders and senior leaders to devise strategies and tools that leverage reporting to foster growth, process and performance improvement, increase the ease and efficiencies of work and enhance employee engagement.

The ideal candidate will have thorough understanding and a broad range of experiences that can provide guidance and counsel on various issues both directly and as part of a broader HR strategic discussion. Furthermore, the incumbent will provide expertise on HR initiatives; this may include identified employee/labour relations policy, practice, response to new legislation, implementation of new Collective Agreement requirements, or any other department initiative.

Duration of Need: 12 months with the possibility of extension **Hours of Work:** 37.5 hours per week

QUALIFICATIONS:

The successful candidate will possess a Bachelor's Degree in Human Resources or related discipline and a CHRP or CHRL designation or postgraduate College Diploma in Human Resources Management. A minimum of 4 years' progressive HR Generalist experience with extensive labour relations is required. Well-developed consulting and relationship management skills to discover, understand and anticipate the assigned clients' business needs and manage clients' and stakeholder expectations is required.

Additional qualifications and experience include superior verbal and written communication skills, ability to navigate through uncertainty and lead change, an analytical approach to problem solving including data analysis, superior facilitation and negotiation skills and a strong understanding of HR best practices with



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respect to service delivery. The ability to excel in a team-based environment is essential. The successful candidate must be able to approach work with a focus on equity, diversity and inclusion. Experience working in higher education will be considered an asset.

***We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: January 31, 2019

CLOSE DATE: February 21, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at: <http://www.humber.ca/careers>