

# CITY OF HAMILTON

## CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION – TALENT AND DIVERSITY – LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR)

### HUMAN RESOURCES BUSINESS PARTNER

#### SUMMARY OF DUTIES

Reporting to the Director, Talent and Diversity, the Human Resources Business Partner (HRBP) is accountable for providing client focused consultative services, support and strategic client partnership for all human resource matters to the Business Units. It is expected that the HRBP will become a member of each of the respective Department Leadership Teams (DLT). HR Business Partners will work collaboratively with the HR functional areas to ensure that the business unit needs are met. This role will serve as the primary HR contact for the business unit.

#### GENERAL DUTIES

Develops a deep understanding of the departments' business operation to support the development & execution of people strategies.

Acts as the key liaison between all areas of Human Resources (HR) and the client groups ensuring the client group needs are identified and addressed in HR program development.

Provides leadership advice and guidance on organizational issues in support of strategic and operational objectives, an advocate for a positive workplace culture and environment including staffing/hiring, employee/labour relations, performance management, talent management, succession planning, compensation, culture and change management.

Regularly attends at scheduled HR business unit onsite meetings.

Strives to serve as a trusted member of the DLT.

Serves as strategic partner, counsel and support to assigned DLT.

Develops rapport and constructive relationships with members of the larger HR team and operational client group and provides departmental feedback to the broader HR organization.

Proactively recommends creative and effective changes to existing/historical practices to increase value-add to the client groups and simplify ways of working.

Expertly delivers consultation on organizational design, change management, team effectiveness, and employee development & engagement initiatives within the functions and across the organization, aligned with corporate programs and strategies.

Provides input to the development and assists in the implementation of HR programs/initiatives including (for example) workforce planning, talent management, succession planning, labour strategy, compensation and benefit strategy.

Ensures compliance in accordance with HR policies and procedures.

Appropriately and respectfully challenges status quo in an effort to develop continuous improvement mind set.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS**

1. Post- secondary education in a related discipline normally acquired through a completed University degree or related education, or the equivalent combination of education and related work experience.
2. Considerable amount of years of diverse Human Resources experience, preferably in a unionized environment. CHRL preferred.
3. Strong business acumen and an ability to learn a client's business needs and anticipate required HR support.
4. Ability to persuade and influence key stakeholders.
5. Demonstrated proficiency with client service, change management, and Human Resources program deployment.
6. Strong understanding of a variety of Human Resources functional areas.
7. Ability to demonstrate highly effective written and verbal communication skills.
8. Considerable knowledge of relevant collective agreements, employment legislation (ESA), the Ontario Human Rights Code, corporate policies and procedures and other relevant statutes.
9. Superior communication, analytical and problem-solving skills.
10. Utilizes sound judgement to provide advice, coaching and consultation to client groups. The ability to make recommendations and provide appropriate follow up.
11. Proficient in the use of Microsoft Office Software (Word, Excel, Outlook). Previous experience using an HRIS system (PeopleSoft is an asset).