

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE**

**(HUMAN RESOURCES DIVISION – TALENT AND DIVERSITY – LOCATION – 100 KING ST. W., 10<sup>th</sup> FLOOR)**

### **HUMAN RESOURCES SPECIALIST – LIGHT RAIL TRANSIT & STRATEGIC PROJECTS**

#### **SUMMARY OF DUTIES**

Reporting to the Director, Talent and Diversity, the HR Specialist – LRT & Strategic Projects is accountable for providing client focused consultative services, support and strategic client partnership for all human resource matters relating to the LRT project. This role will consult, recommend, and implement recruitment, selection and retention strategies that are compliant with all relevant employment legislation and policies in accordance with the City of Hamilton's Vision, Mission, Values and Corporate Culture. Designs and manages, in consultation with management from client group, the internal and external recruitment strategy, while ensuring adherence to the recruitment and selection process to ensure fair, efficient and equitable practices. The HR Specialist – LRT & Strategic Projects will work collaboratively with the HR functional areas to ensure that the project needs are met, and it is expected that the role will be a key support to the respective leaders in the client group.

#### **PROJECT OVERVIEW**

Hamilton LRT is focused on improving access to transit and supporting the continued growth and revitalization of the city. It is the first piece of a broader rapid transit strategy for Hamilton, referred to as the BLAST Network, as well as a priority project in Metrolinx's Regional Transportation Plan.

In May 2021, a joint funding announcement was made by the provincial and federal governments committing \$3.4B to the capital cost of the project, making the Hamilton LRT one of the largest infrastructure investments in the City's history.

The LRT will connect McMaster University in the west end of Hamilton to Eastgate in the east, with new light rail vehicles running along tracks separated from regular traffic, offering frequent, safe and reliable service. It will also integrate with Hamilton Street Railway (HSR) bus service, and connect with local bike share, and GO bus and rail service.

#### **GENERAL DUTIES**

Develops a deep understanding of the project's 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.

Liaises with HR functional specialists with respect to matters requiring subject matter expertise.

Performs all aspects of full-cycle recruitment including sourcing, posting, marketing, screening, interviewing, selecting, validating reference checks, drafting offer letters, on-boarding activities in support of programs, services and operations and candidate debriefs.

Provides guidance and consultation to all levels of management on wide range of recruitment and other HR issues in support of the LRT project.

Provides leadership in designing, recommending, implementing and managing the recruitment, selection, and retention strategies that comply with all relevant employment legislation, collective agreements and with corporate and departmental hiring objectives.

Ensures recruitment processes are conducted in a bias-free manner and comply with the collective agreements, policies, procedures and relevant legislation (i.e. Human Rights code, Employment Standards, etc).

## Job Description #: 7560

In consultation with HR subject matter experts, 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, engage subject matter experts on employee/labour relations, performance management, talent management, succession planning, compensation, culture and change management.

Regularly attends at scheduled HR business unit meetings.

Participates in interviews and candidate selection and/or provides direction and advice regarding interview process and /or issues.

Provides HR consultative services outside of scope of the LRT project, in accordance with the direction of the General Manager of the Planning & Economic Development Department and as confirmed by HR.

Strives to serve as a trusted support of the DLTs.

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

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, and organizational development and learning initiatives. Works with other HR partners to assist with labour, compensation and benefit related matters.

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. Proven human resources experience in recruitment and selection.
3. Considerable amount of years of diverse Human Resources experience, preferably in the public sector. Experience in a unionized environment and/or providing HR supports to transit or large-scale infrastructure projects considered an asset. CHRL designation preferred.
4. Strong business acumen and an ability to learn a client's business needs and anticipate required HR support.
5. Must possess superior decision-making abilities, sound judgement and the ability to maintain confidentiality.
6. Sound knowledge of relevant collective agreements, employment legislation (ESA), the Ontario Human Rights Code, corporate policies and procedures and other relevant statutes.

7. Ability to persuade and influence key stakeholders.
8. Demonstrated proficiency with client service, change management, and Human Resources program deployment.
9. Strong understanding of a variety of Human Resources functional areas.
10. Ability to demonstrate highly effective written and verbal communication skills.
11. Superior communication, analytical and problem-solving skills.
12. Utilizes sound judgement to provide advice, coaching and consultation to client groups. The ability to make recommendations and provide appropriate follow up.
13. Proficient in the use of Microsoft Office Software (Word, Excel, Outlook). Previous experience using an HRIS system (PeopleSoft is an asset).

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**