

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - TALENT & DIVERSITY – LOCATION – 110 KING ST. W., 10th FLOOR)

EQUITY, DIVERSITY & INCLUSION BUSINESS PARTNER

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Equity, Diversity & Inclusion (EDI SPM), the Equity, Diversity & Inclusion Business Partner (EDI BP) is accountable for providing client focused consultative services, support and strategic client partnership for all employee related EDI matters to the Business Units. It is expected that the EDIBP will become a trusted advisor to the respective Department Leadership Teams (DLT) as it relates to their respective departmental diversity and inclusion efforts. The EDI Business Partner will work collaboratively with the Human Resources (HR) functional areas to ensure quality customer service and seamless support to the business units.

GENERAL DUTIES

Develops a deep understanding of the departments' business operation to support the development and execution of people equity, diversity, and inclusion strategies.

Supports the business units in embedding and applying the City's EDI Roadmap and Implementation Plan.

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 EDI program development.

Establishes relationships with City departments with touch points to the strategy and keeps the EDI SPM informed about project development and process.

Provides leadership advice and guidance on diversity and inclusion organizational issues in support of strategic and operational objectives,

Regularly attends scheduled HR business unit onsite meetings.

Strives to serve as a trusted advisor to the various DLT's by acting as a strategic partner.

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 embed EDI into the organization.

Expertly delivers consultation on all areas of Equity, Diversity and Inclusion on employee development and engagement initiatives within the functions and across the organization, aligned with corporate EDI programs and strategies.

Provides input to the development and assists in the implementation of EDI programs/initiatives including talent management, succession planning, employee development plans and training delivery.

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 preferably with a focus on human rights, diversity, equity and inclusion acquired through a completed University degree or related education. An equivalent combination of education and demonstrated related work experience may be considered.
2. Demonstrated previous diverse Human Resources experience, preferably in a unionized environment. CHRL preferred.
3. Strong business and EDI acumen and an ability to learn a client's business needs and anticipate required HR support.
4. Proven experience as an organizational leader, particularly around initiatives that promote diversity, access, and inclusion.
5. Demonstrated experience in bringing about positive change in the field of EDI. Experience designing and delivering educational programs is required.
6. Ability to persuade and influence key stakeholders.
7. Demonstrated proficiency with client service, change management, and working with diverse employees.
8. Strong understanding of a variety of Human Resources functional areas.
9. Ability to demonstrate highly effective written and verbal communication skills.
10. Considerable knowledge of relevant collective agreements, employment legislation (ESA), the Ontario Human Rights Code, corporate policies and procedures and other relevant statutes.
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.
