

# Manager, Human Resources Business Partners

(Permanent full time)

**Posting No. 1536(292)**

The City of Saskatoon is an Employment Equity employer

## CORE FUNCTION:

The Manager, HR Business Partners is a seasoned people leader who oversees, guides, and coaches a team of Business Partners and administrative support staff while working proactively to build individual capacity, expertise and capability in all HR functions. The Manager champions people development and proactively contributes to a culture of accountability and high performance. Ensures HR Business Partners are aligned to organizational and department direction and vision.

The Manager is responsible for overseeing and evolving the HR Business Partner function for the City of Saskatoon. The Manager is a trusted advisor to all levels of leadership and is responsible for aligning HR programs, initiatives, policies and projects with the City's strategic and operational goals and objectives.

Partnering with leadership, the Manager informs the direction and leads the implementation of organizational culture initiatives, employee engagement and business enabling people strategies across the business. As an experienced change agent and coach, the Manager develops strategic HR programming, removes or lowers the impact of potential obstacles to change, and identifies solutions to improve processes.

## DUTIES:

1. Provides leadership and guidance to a team of HR Business Partners and administrative support staff and with them engages with HR colleagues, client groups and unions to provide a people perspective to support the successful execution of the client's strategic and operational goals.
2. Responsible for performance management, onboarding, coaching, development, hiring and de-hiring of a team of HR Business Partners and administrative support staff.
3. Provides advanced HR expertise to HR Business Partners as it pertains to Total Rewards, Talent Management, Labour Relations, Learning and Development and Diversity, Equity & Inclusion.
4. Ensures the members of the HR Business Partner team are equipped with the skills, tools and talents necessary for executing their duties through ongoing tactical coaching and development.
5. Serves as an unbiased consultant to the organization to mitigate risk by ensuring fair treatment and a balanced approach for those impacted by personnel matters and the implementation of new policies, procedures and/or organizational change, dispute resolution and human capital decisions.
6. Maintains a full perspective of the organization at all times, placing emphasis on employee and labour relations, policies and people management procedures when making decisions or providing direction and guidance.
7. Provides counsel to leadership and HR Business Partners on HR programming, practices, policies and personnel matters.
8. Ensures the HR strategic plan is developed in conjunction with operational and people needs and anticipates the impact of new or cyclical HR initiatives on the client groups and works with leaders to implement them accordingly.
9. Partners with HR leadership in the deliberation, establishment and planning of both short and long-term divisional goals and brings forth insight from business partner team.
10. Works with client groups to champion a culture of continuous improvement by ensuring the appropriate organizational design, engagement practices, and overall talent management systems are in place and are being used effectively.
11. Proactively builds strong relationships with leadership, stakeholders and unions and leads the HR Business Partners in effectively delivering integrated HR solutions.
12. Provides thoughtful and effective coaching to the HR Business Partners and senior leadership related to performance management, development planning, organizational design and employee engagement.

## QUALIFICATIONS:

- Degree in business or related area, supplemented by 8+ years of progressive experience in a unionized environment. Previous leadership experience is required. Educational and experience equivalencies may be considered.
- HR accreditation such as Chartered Professional in Human Resources (CPHR) is an asset.
- A proven track record of building strong relationships with senior leaders, with the ability to provide robust recommendations, coach, influence and drive change in pursuit of best practice.
- Strong business and political acumen, and human resources expertise coupled with critical thinking ability and a proven track record of collaborating and problem-solving complex matters with stakeholders where there is little or no precedent.

- Demonstrated experience in designing and implementing organization-wide change initiatives and the ability to develop, implement and manage change plans effectively.
- Highly motivated with the ability to lead and inspire a team.
- Possesses a strong ability to develop relationships and trust at all levels, both internally and externally.
- A disciplined self-starter, resourceful and able to prioritize (and re-prioritize) in a fast-paced environment to achieve municipal objectives.
- Familiar with and experienced in labour relations functions such as collective bargaining and dispute resolution and investigations. Knowledge of relevant legislation and regulations.
- Ability to handle highly confidential and sensitive information.
- Energetic, flexible, collaborative, and proactive; a people leader who can positively and productively impact both strategic and tactical human resource initiatives.
- Highly developed communication skills, with the ability to effectively interact with and influence individuals in different disciplines and at different levels.
- Proven ability working in a complex unionized environment to reduce typical business information silos in order to increase cooperation and communication and work more effectively across business functions.
- Takes a 'hands on' approach to ensure the highest quality in service delivery, and operational management.
- Advanced knowledge and experience with large ERP systems and Microsoft Office.

**SALARY:**

\$117,900.96 to \$138,533.28 CAD **per annum** (2022 rates)

**CLOSING DATE:**

December 13, 2022