

Human Resources Business Partner

(Permanent Full time)

Posting No. 1846(292)

The City of Saskatoon is an Employment Equity employer

JOB SUMMARY:

The Human Resources (HR) Business Partner works collaboratively as part of an integrated business-facing HR team to deliver exceptional services and advice and effective people programs in support of business objectives. This includes providing proactive and strategic guidance and consultation to enhance and develop the workforce and drive engagement within the City of Saskatoon. The Business Partner formulates partnerships across the human resource department to facilitate the delivery of value-added services to management and employees that reflect the business values and objectives and plays a vital role in providing guidance and support on a wide range of strategic and operational HR issues. They work closely with leaders and team members to foster a vibrant, friendly work environment that promotes strong collaboration, creativity, high performance and continuous learning.

DUTIES:

1. Serves as a liaison coordinates between the project and HR to understand business priorities and assesses needs in staffing, organization design, performance management, change management, employee relations, new leader coaching, talent management and career development
2. Recommends HR solutions, drive initiatives, implement new processes or tools in support of business priorities, project operations and overall team engagement
3. Meets with project leaders and managers regularly to update on HR initiatives, discuss HR issues and collect feedback on team concerns
4. Diagnoses organizational challenges, develop solutions and partner with managers to implement action plans
5. Drives the implementation of HR strategies and initiatives that align with the business priorities and goals of assigned client groups
6. Collaborates internally with other areas of HR to deploy services that are required to be executed in the areas of development & training, recruitment & onboarding, performance and compensation reviews. Provides support for escalated cases from HR Services
7. Collaborates with the Labor Relations team, provide field level support to leaders in the interpretation and implementation of collective agreements, employment legislation, labour relations developments and employment standards. Provide support as required in grievances, mediation, arbitration, and collective bargaining preparation and implementation
8. Coordinates initiatives that enhance work relationships and staff and retention
9. Partners with business leaders to support the communication and transition plan on change initiatives impacting the business
10. Works closely with management and employees to improve relationships, build morale and increase productivity and retention
11. Provides general direction and guidance on workforce and succession planning as well as plan business unit restructuring
12. Develops and nurture partnerships through human resources to bridge the divide between management and employees
13. Advocates and champions the HR operating model within the business. Proactively contributes to the transformation of the HR operating model, with the aim of creating an integrated HR function that is scalable, flexible, and efficient
14. Maintains awareness of the culture, plans, financial position, and competition of the business units under the HR purview
15. Analyzes trends and metrics in partnership with other HR teams in order to develop and enhance solutions, processes, and programs that address current problems and to avoid future ones using considerable judgement
16. Provides authoritative technical, professional advice and recommendations to influence internal and external contacts
17. Assists in the measuring, validating, and testing of the effectiveness of metrics that are applied by the business to assess and drive productivity optimization
18. Builds trusted relationships with senior stakeholders and leaders in the business
19. Performs other duties as assigned

QUALIFICATIONS:

- Degree in Human Resources, Commerce, Business Administration or related field from a recognized University. Educational and experience equivalences may be considered
- HR accreditation such as Chartered Professional in Human Resources (CPHR) is preferred.
- Seven to nine years' relevant and progressive experience providing guidance and services to leaders in the areas of workforce planning, talent management, employee relations, organizational development, organizational design and change management

- Thorough knowledge of current philosophies and strategies used to enhance relationships between unions/employees and organizations
- Experience working in a highly unionised environment, ability to advise on CBA contracts and support managers to navigate investigations, discipline procedures and basic grievances
- Strong client focus and interpersonal skills, with a demonstrated ability to develop and nurture positive working relationships
- Practical experience designing and delivering talent management and organizational development programs/solutions and evaluating their effectiveness
- Practical experience managing HR projects and programs, including the ability to lead, motivate and coordinate the work of others
- Strong learning agility, consulting orientation, client insight, strategic influencing and partnering skills
- Strong organizational skills, business acumen, encompassing the ability to apply a broader corporate perspective
- Ability to lead and facilitate meetings/training/sessions and work groups
- Demonstrated success working in a highly collaborative and team-based environment

SALARY:

\$94,834.80 to \$111,430.80 CAD **per annum** (2022 rates)