



## **Human Resources Business Partner**

Permanent, full-time – 35 hours per week  
\$86,966.88 - \$108,708.60 / annum

### **Come work with us!**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture.

- **Are you an HR professional who embraces the future of work?**
- **Are you a strategic thinker who loves being part of a high-performing team?**
- **Do you have a passion for public service and making a positive difference?**

The City of Leduc is transforming its Employee Services department into one that *delivers a 'City of Leduc' experience that inspires and empowers employees to thrive, celebrate and grow within our organization and strengthen our community.*

### **What is the opportunity?**

Reporting to the Manager, Employee Relations & Partnerships, the Human Resources Business Partner (HRBP) will play a pivotal role in providing strategic HR advice and consultation on a wide range of workforce programs and services to a diverse portfolio of clients. In this role, you will work closely with subject matter experts within Employee Services to support leaders and employees on employee relations, issues resolution, workforce planning, and HR program development and delivery.

Whether you're providing strategic advice to leaders across the organization or flexing your creative muscles to co-create the future, you maintain high standards of integrity and accountability. You lead by example and approach your work with a growth mindset, ever curious and eager to learn about your clients' work and how it impacts Leduc residents. An avid learner, you continually scan your environment and educate yourself on the latest people and culture trends, understanding that in our fast-paced world, HR must abandon old paradigms and anticipate changes required to enable business performance - today and into the future. You are known for building a respectful and inclusive environment where diverse perspectives are welcomed. Your exceptional communication skills, political acumen, and mediation experience equip you to navigate sensitive discussions at all levels of the organization. Your clients describe you as a trusted strategic partner who puts them at the heart of service delivery.

### **What will you do?**

- Act as a point of contact for Directors and Managers within portfolio to ensure seamless access to Employee Services supports, programs, and resources. Collaborate with leadership from client areas to understand unique business needs, objectives, and context to provide sound advice and solutions.
- Provide advice to directors, managers and supervisors on matters related to employee relations, performance management, issues identification & resolution, terms and conditions of employment, employment legislation, and City policies and procedures.
- Manage the complaint and investigation process in relation to complaints of harassment and discrimination, and employee performance. Provides recommendations on appropriate action. Support employee-centred workplace restoration activities.
- Participate in the development of HR Policies, programs, and procedures by Conduct environmental scanning, identify HR trends and best practices. This may include collecting background information, researching options, preparing reports, drafting communication, and presenting to leadership teams.
- Collaborate with Employee Services, co-create the development workforce planning activities including succession planning, recruitment strategies, job and organizational design, abilities management/employee return to work and identification of modified duties.
- Facilitate, implement, or direct initiatives within your dedicated portfolio to enhance organizational effectiveness and leadership development. Conducts or arranges in-service training for staff and leadership teams.
- Provide a visible HR presence within departments and help champion HR initiatives, programs, and projects to the wider employee population. Ensure the consistent delivery and application of HR services.

### **What do you need to succeed?**

- Bachelor's degree with a specialization in Human Resources, Business or related field.
- Minimum of five (5) years of progressively responsible experience in the areas of Human Resources, organizational development, strategy, employee relations issues management, and project management.
- Strong knowledge of HR management concepts and principals, legislation, policies, and procedures.
- Exceptional ability in establishing and managing relationships with senior-level managers and stakeholders.
- Demonstrated strategic thinking, analytical and problem-solving capabilities.
- Ability to analyze, integrate, and manipulate data information from multiple sources to form a comprehensive perspective.
- Demonstrated ability to work with limited direction and use independent judgment to problem solve and interpret policy and collective agreements when more than one option is possible.
- Ability to achieve results, take initiative and be flexible and responsive to changing priorities and circumstances.
- Strong written communication as well as developed verbal, facilitation, and presentation skills.

- Strong conflict resolution and influencing skills.

Preferred:

- Chartered Professional in Human Resources (CPHR).
- Training or experience in public administration, workplace investigations, project management and change management.
- Familiarity working with Workday HCM System.
- Previous experience working with unions, managing and resolving issues in a collaborative manner.

### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Flexible work arrangements, including a hybrid work environment and participation in an attractive Earned Day Off program ((up to 25 EDOs per calendar year)
- Starting at 3 weeks of vacation per year
- Safe office location
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidates must be willing to provide CRC at their own expense.

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 pm, June 23, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.