

Town of Caledon

make a difference



Job Title: Human Resources Business Partner (1 Permanent Full-Time, 1 Contract up to 18 Months)

Closing Date: November 7th, 2024 at 12:00PM EST.

The Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Are you a passionate advocate for labour relations? Are you seeking a rewarding role where you serve as vital link between employees and the employer? Look no further – we have the perfect opportunity for you.

Join our dynamic and thriving organization as a Human Resources Business Partner! Town of Caledon is experiencing tremendous growth and our People Services team is expanding rapidly. This exciting opportunity has become available due to the promotion of our previous HR Business Partner, creating room for a talented individual like you to step into this crucial role.

We are currently seeking a dedicated and experienced professional to join our team as a Human Resources Business Partner. As we continue to grow, we recognize the importance of maintaining strong relationships between our employees and the organization. In this role, you will be the key point of contact, acting as a liaison and providing expert advice and support on all matters related to employee and labour relations.

Reporting directly to the Manager, People Services, this role is responsible to develop and manage Human Resources strategic and operational programs, activities and partnerships – supporting, advising and working with internal client groups in a collaborative and team focused environment. As the HRBP for an assigned client portfolio, you will provide HR expertise to your clients by advising, coordinating, coaching, and providing strategic direction on a variety of human resource functions. The role will focus on workforce initiatives and people management as well as provide support of workforce related initiatives. In order to be effective in this role, you will have a proven track record of fostering and maintaining positive and collaborative

relationships with people leaders and HR colleagues. Success as an HRBP will require you to work through challenging employee relations issues and will require a strong understanding of employee relations, recruitment and retention, and performance management. You will also provide consultation on talent acquisition, organization and job design, and employee engagement in addition to other related HR tasks, duties and responsibilities.

The Ideal Candidate

Are you a motivated HR Professional with a desire to build and maintain strong partnerships, engage in the community you serve in, and take customer service to the next level? Do you enjoy collaboration and fostering a positive working environment? If this resonates with you, you could be our ideal candidate!

We are seeking an enthusiastic professional with a post-secondary diploma in Human Resources or a closely related field and a CHRL designation is preferred. Our ideal candidate has a minimum of five (5) years' experience in all key areas of Human Resources. Experience in labour relations, collective agreements and bargaining in the public sector is an asset.

The ideal candidate will be well-versed in all relevant legislation as it pertains to Human Resources and have the ability to make sound decisions within the People Services department and corporately. We are seeking an individual with excellent verbal, listening and written communication skills, proven ability to collaborate effectively, influence, and build positive client relationships, and strong employee relations skills.

The successful candidates for Human Resources Business Partner will be required to work a flexible schedule, including in the office, and after hours (as required).

The permanent full-time position offers a salary range of \$96,177.04 to \$117,865.44 plus a competitive benefit package.

The contract (up to 18 months) full-time position offers an hourly range of \$52.84 to \$64.76.

Satisfactory criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **November 7th, 2024, 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.