



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Human Resources Business Partner (HRBP)

Posting Number: V-191-25

Department: Corporate & Finance

Branch: Human Resource Services

Location: City Hall, Oshawa, ON.

Posting Start Date: 08/14/25

Posting End Date: 08/29/25 by 4:30p.m.

Employment Group: Exempt

Salary Grade: P-\$107,588 - \$126,575 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

The City of Oshawa is seeking an experienced strategic and results-oriented HR Business Partner (HRBP) to join the Human Resources leadership team. Reporting to the Director, Total Rewards & Labour Relations, the HRBP will act as key advisor within the Corporation by providing consultative services to their assigned client groups. The HRBP provides expertise in labour and employee relations across all HR functions. The successful candidate will build strong relationships with stakeholders across the organization by providing value-added service in a timely manner within a complex, fast-paced, and multi-union environment.

Responsibilities:

An integral part of the Labour Relations team, this position provides value in the following ways:

- Employee & Labour Relations (labour management meetings, grievances, mediation, arbitration, and progressive discipline/terminations etc.)
- Collective bargaining, including preparations, strategy development, representing the City at the bargaining table, and implementation
- Lead any reorganizations, layoffs, redeployments, and agreements with the unions
- Liaise with the Disability Management team and leaders to provide advice and guidance regarding attendance support program, leaves of absence, investigate issues etc.
- Lead internal investigations such as violations of the code of the conduct, respect in the workplace and other policies or legislation, referring select investigations to external specialists as necessary
- Liaise with external consultants, such as investigators, legal counsel etc.
- Provide advice and coaching to leaders and employees regarding the performance appraisals and performance management process
- Interpreting collective agreements, policies, procedures and legislation in order to provide expert advice across the City
- Serve as the point of contact for the unions within the assigned client group
- Participate as a committee member on the Joint Job Evaluation Committee and advise on best practices regarding workforce planning and compensation
- Support succession planning, employee and leadership development through coaching and career planning
- Support culture changes and change management initiatives
- Providing support in organizational development programs such as strategic and business planning, employee development, workforce planning and career planning
- Assist with leadership level recruitment and development as necessary
- Give advice and guidance to other team members within Human Resources
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Qualifications:

- A University Degree in Human Resources/Business Administration or related field. An equivalent combination of relevant education and experience will be considered
- Minimum of five (5) years of progressive experience within Human Resources and Labour & Employee Relations
- Experience working in a unionized setting is required, experience in a public sector organization is considered a strong asset
- Certified Human Resources Professional (CHRP) designation, CHRL designation preferred, or working towards designation
- Established skills and experience in Microsoft Office and related software applications (HRIS)

- Excellent analytical, reasoning and problem-solving skills and demonstrated labour relations experience, specifically dealing with grievance, mediation and arbitration matters is a must
- Experience with collective bargaining is preferred
- Extensive knowledge of Human Resources best practices and related legislation including the Employment Standards Act, Labour Relations Act, the Ontario Human Rights Code, the Pay Equity Act, Occupational Health and Safety Act etc. are required
- Strong communication and consultative abilities
- Must possess a well-defined sense of diplomacy, including solid negotiation and effective conflict resolution skills
- Excellent leadership/people management and interpersonal skills with the ability to communicate effectively with all levels of staff, union members and the general public in order to build strong relationships with both internal and external partners
- Advanced skills in facilitation, counselling and active listening with a demonstrated ability to provide guidance, coaching and assistance to managers and staff
- Demonstrated high level of initiative and flexibility, with the ability to plan and work independently
- Ability to exercise good judgment is essential and must be committed to absolute discretion in handling confidential/sensitive information
- Proven experience in needs assessment, providing support to organization-wide programs, such as succession planning and performance management
- Experience in job evaluation and analysis is an asset

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

What the City offers:

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking
- Hybrid work
- Employee perks and wellness programming

To be considered for this position, please email your application (cover letter and resume) to Posting191@oshawa.ca, clearly stating the position title in the subject line.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.