



## **We're looking for a Human Resources Business Partner (Temporary up to 9 months) to join Clarington's Legislative Services team!**

### **Why Clarington?**

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### **About the Role**

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Director of Human Resources, the Human Resources Business Partner (HRBP) is a point of contact for management and employees to provide strategic HR and people management support, assists with interpretation and maintenance in the development of HR policies and procedures, and provides advice and consultation of corporate programs on a wide variety of topics such as organizational changes, continuous improvement, and labour relations issues as well as full cycle recruitment and selection.

### **Key Responsibilities**

- Providing HR advice and expertise to client groups, by advising, coordinating, coaching and providing direction on a variety of HR functions.
- Fostering and maintaining positive and collaborative relationships with management, colleagues and union stakeholders.
- Leading the full cycle of recruitment and selection, partnering with internal stakeholders/hiring managers and providing proactive solutions for all talent matters.
- Collaborating with other divisions on projects and initiatives that address organizational/business issues to enable the divisions to meet their overall goals and objectives.
- Assisting leadership within client groups in the development of new policies and processes, programs and services, taking the lead on measures to heighten the efficiency of the HR service provisions.

- Advising all staff levels on the interpretation of HR policies, collective agreements, and legislative requirements.
- Staying current on all HR related new and existing legislation and regulations.
- Participating in external community events such as recruitment initiatives, networking sessions and job fairs.
- Researching and advising on diversity, inclusion issues and best practices within the workplace to increase diversity and assisting in the creation of supportive programs and training.
- Creating and monitoring statistical record keeping for new hires, transfers and promotions and recruitment statistics.
- Perform other duties as assigned, including those specific to the department.

## What you bring

- Post-secondary education in Human Resources Management, or equivalent education and experience to the satisfaction of the Deputy CAO/Solicitor.
- Certified Human Resources Professional (CHRP) designation is required.
- A minimum of 3 years' experience in Human Resources, in either a unionized or municipal environment.
- Demonstrated experience in full cycle recruitment.
- Sound knowledge of HR practices, theories and trends, and employment legislation, to provide professional guidance and direction.
- Comprehensive knowledge and understanding of labour relations and contract administration.
- Exceptional relationship building and facilitation skills to successfully motivate, coach, educate and negotiate, with a demonstrated ability to influence positive change.
- Excellent listening and reading comprehension skills to be able to interpret, assess the significance of, and retain information communicated verbally and in writing.
- Encompasses good discretion, judgement, and the ability to deal with highly confidential information, sensitive issues and emotional situations.
- A highly self-directed approach with strong collaboration and conflict resolution skills.
- Proficient in Microsoft (Office Word, Excel, Outlook), database and/or applicant tracking software.
- Contributes to building and being part of a positive culture.
- Strong planning and organizational skills with the ability to be highly flexible and adaptable to manage multiple complex issues and competing priorities simultaneously.
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

## What we offer

- Salary: \$87,840 to \$106,771 - Grade 5 of the 2026 Non-Affiliated Salary Administration Program.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

## Additional Information

*A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.*

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

## How to Apply

Applications will be accepted until **January 18, 2026, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).