

## Human Resources Business Partner II

Position ID: J0426-0255

Job Title: Human Resources Business Partner II

Job Type: Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$52.62

Max Salary: \$65.77

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### The Opportunity

The Human Resources Business Partner (HRBP) II position is designed to partner with specific business groups to provide strategic human resources support; employee relations partnering, coaching, and education to leaders and employees.

The HRBP maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition.

Responsibilities include:

- Provide strategic employee relations partnering, including coaching and education to leaders and employees
- Support organizational initiatives by coaching to address resistance, motivation, employee engagement and improvement of performance in a manner that demonstrates our culture and values
- Consult with leaders to resolve complex employee relations
- Conduct effective, thorough, and objective investigations to determine disciplinary actions and required follow up
- Maintain an in-depth knowledge of employment law, legislation, HR trends and data points to drive enhancements and serve the city business units
- Monitor existing programs and implement new or revised policies, programs, and procedures to meet current and future needs of the city
- Build and maintain effective and respectful working relationships under circumstances that may be controversial or highly sensitive
- Serve as a change agent by influencing key stakeholders in support of organizational effectiveness

- Promote a diverse, respectful and inclusive work environment while promoting the city's culture and values

### You Bring

- Bachelor's degree in Human Resources or a related discipline is required
- CPHR designation is required
- Minimum of five (5) years progressive experience with working knowledge of multiple human resource disciplines
- Experience with employee investigations and employee relations
- Workplace investigations training/certificate an asset
- Demonstrated ability to maintain company and employee confidentiality at all times and handle sensitive information in an appropriate manner
- Demonstrated effective coaching skills
- Ability to shift between strategy and execution of outcomes as needed
- Strong written and verbal communication skills required
- Display a high degree of integrity and professionalism
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to communicate and influence individuals and groups to accept change and new ideas
- Ability to remain innovative and positive in times of imposed constraints and challenges
- Ability to quickly align with shifting priorities, work assignments and timelines
- Strong problem solving, decision making and conflict resolution skills
- Demonstrated proficiency in MS Office
- Resourceful and well organized
- Strong team player
- Customer service focus

### We Offer

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives



Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information**

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

Note: If you do not currently have your CPHR designation, you will qualify as a Human Resources Business Partner I with an hourly salary range of \$46.81 to \$58.51.

\*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

