

**Job Posting #:** 35  
**Job Title:** Human Resources Business Partner  
Department: Human Resources  
Reports To: Director, Human Resources and Community Services  
Directly Supervises: None  
Status: Full Time Permanent  
Hours per Week: 35  
Salary: Grade 9 - \$67,935.86 to \$82,576.22  
**Application Due Date: Posted Until Filled**

### Position Summary

Reporting to the Director of Human Resources and Community Services, the Human Resources Business Partner (HRBP) is a senior HR position responsible for providing guidance and consultative services to assigned client groups in all aspects of operational and strategic HR as well as undertaking assigned work plan objectives and special projects related to assigned corporate HR portfolios (which may include the areas of Talent Management, including Recruitment; Compensation; Training & Development; Employee Relations).

The successful candidate will work collaboratively within the HR team and acts as mentor and resource to other colleagues within the HR department. When required, this position will assume the role of Acting Director of Human Resources.

### Role Specific Duties and Responsibilities

#### Responsibilities:

- Work collaboratively to develop timely and strategic HR processes, procedures, and programs on behalf of the corporation to ensure policies are up-to-date and are legislatively compliant. Provide input on the communications strategy of same.
- Act as a partner to business clients to advise and coach managers on operational HR issues related to employee engagement, work performance, disability management, training needs, employment-related policies, and legislation.
- Provide insight to labour planning exercises with clients and recommend and assist with recruitment, assessment and selection strategies that meet client needs while complying with statutory and legislative requirements.
- Advise and coach managers and employees to facilitate overall compliance with HR policies, processes, and procedures.
- Monitor and manage assigned corporate HR portfolio including tracking budget, managing external service providers, planning, and communicating corporate initiatives throughout the year.
- Provide input into HR annual work program. Develop and manage focused projects within assigned corporate HR portfolio as outlined in work program. Responsible for project outcomes, managing consultants, making recommendations to Senior Leadership Team and/or Council and implementing approved action plans.

- Provide guidance to employees when approached; recommend resources for support, including EAP.
- Investigate employee complaints following best practices and legislative obligations, provide recommendations including coaching, discipline and/or restoration strategies for those affected.
- Provide subject-matter expertise advice to the Director of HR and consult with external legal counsel in case preparation, presentation, settlement and/or resolution as necessary

### General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

- Valid Class 'G' Driver's Licence in good standing and a reliable vehicle for corporate business.

### Education, Skills and Experience

- University and/or College-level diploma/ post-graduate certificate in Human Resources or a combination of proven education and experience.
- 5 to 7 years of progressive experience in an HR Generalist role.
- Certified Human Resources Professional or Certified Human Resources Leader or equivalent, is an asset.
- Comprehensive understanding of relevant legislation including but not limited to: ESA 2000, OH&S Act, WSIA, AODA, Ontario Human Rights Code, Labour Relations Act, Pay Equity Act.
- Sound technical skills in all areas of Human Resources.
- Well-developed consulting skills, knowledge and experience in talent management practices including workforce planning, performance optimization and employee engagement practices.
- Conflict management and investigation skills.
- Skilled communicator able to convey messages clearly with tact and empathy.
- Computer literate with intermediate level proficiency in Microsoft Office suite.

## Physical Demands and Working Conditions

- Physical demand requires sitting and extensive computer usage and concentration in an open office environment with exposure to employee conflict and criticism.
- Regular hours of work are Monday to Friday 8:30 am to 4:30 pm.

## Contacts and Interactions

- Incumbent communicates regularly with municipal staff, external employment candidates, consultants, and government agencies.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #35:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).