

Job Description

Job Title:	Human Resources Business Partner
Job Category:	Specialist/ Management
Reports to:	Director, People & Culture

SUMMARY

The HR Business Partner will assist in all areas of human resources, from talent acquisition, to employee relations, project management, and how these areas relate to company culture. The HR Business Partner will assist in driving the HR and corporate strategies. The HR Business Partner will foster a collaborative culture by identifying gaps and organizational needs and by supporting supervisors and managers in identifying professional development for their staff. The HR Business Partner will be well-versed in all aspects of human resources to provide guidance and ensure that human resources programs are designed and delivered in a manner that is consistent with HEC values and culture.

DUTIES & RESPONSIBILITIES

- Leads the development of strategies, implementation plans and programs to identify top talent within and outside HEC.
- Develops programs to increase HEC's equity, diversity, and inclusion efforts.
- Implements skills tests and/or personality profiles to enhance the hiring or development process and identify competency, knowledge and skills related to HEC job functions.
- Assists in building the capacity of leaders across the organization by ensuring that managers are invested in talent development and equipped with the resources, skills, and mindsets to effectively manage and develop their teams.
- Implements strong talent planning and development activities to ensure ongoing individual development at all levels and strong succession plans for key roles.
- Develops and positions HEC as an employer of choice through people-centric best practices to promote employee engagement.
- Assists with the development of a rewards and recognition program.
- Assists with staff engagement surveys and helps to develop related action plans.
- Assists with the development of communications plans to promote transparency and to include recognition and integration.
- Helps build HEC's culture – facilitating an environment where staff live HEC's corporate values.

- Serves as a “champion” for HEC’s culture and corporate values to promote excellence and ensure recognition as a top place to work.
- Builds a strong employment brand, messaging HEC’s culture and values to staff and prospective candidates.
- Works closely with staff regarding HR practices, issues, concerns and collaborates/shares information with colleagues from across HEC in human resources practices and processes.
- Actively participates in the People and Culture Committee.
- Periodically acts as back-up to the Human Resources Coordinator or Director, People & Culture.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor’s degree in Human Resources, or equivalent post-secondary education in a related field.
- Certified Human Resources Professional (CHRP)/ Certified Human Resources Leader (CHRL) designation preferred.
- Minimum of five (5) years human resources experience required, preferably in a healthcare or not-for-profit (NFP) organization.
- Bilingual in French and English is required (English communication skills at Advanced “C” level and French communication skills at Intermediate “B” level required; Advanced “C” level preferred).
- Advanced proficiency in HRIS software (i.e., BambooHR) is preferred.
- Advanced computer software skills in Microsoft office suite in a virtual environment required.

SKILLS & COMPETENCIES

- Outstanding internal client focus and highly developed coaching and advising skills.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills including experience developing and maintaining strategic partnerships.
- Highly self-motivated with desire to contribute to the success of a healthcare improvement organization.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.

- Ability to work well in a dynamic and highly motivated team.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No indirect/direct reports

Provides functional advice: Related to human resources issues to the Human Resources team and to staff as required.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Establishes and maintains effective relationships with emphasis on human resources strategies with other NFP partners. Establishes and maintains effective relationships with the various human resources services-related suppliers, legislative bodies, and contractors.

Represents HEC at relevant workshops and conferences.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to multi-task and manage several files simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. Extensive visual concentration due to computer work.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted and may have to work through sensitive issues.