



POSITION DESCRIPTION

POSITION: Human Resources Business Partner

DEPARTMENT: Human Resources

JOB NUMBER:

DIVISION/FACULTY: People Relations

DATE REVISED: January 2022

ORGANIZATIONAL STRUCTURE

The position reports to the Manager, HR Strategic Partnerships.

PRIMARY FUNCTION

The Human Resources Business Partner (HRBP) is accountable for and provides comprehensive human resource consulting services to an assigned client group. This position is specifically accountable for senior administrative and client operational/consultation activities related to core client service in HR management functions. Service objectives include relevant, timely client support, effective application of HR practices and options, and fostering fair management/employee practices and collegial relationships. The HRBP engages clients in practices that link employee and department needs to organizational direction, goals and objectives. This position problem-solves, works in collaboration with the Centres of Excellence (COEs), and takes initiative to meet the University's and HR departmental goals and objectives.

KEY RESPONSIBILITIES

1. Partners with the business to assess short and long-term business needs of the business units and provide strategic HR direction to meet their operational business requirements. Consults with business clients on an ongoing basis to determine evolving human resource requirements and assist with the development and implementation of responsive, effective and value-added human resource strategies.
2. Serves as initial point of contact to the business in providing advice, problem resolution, and facilitation in the areas of talent management, employee and labour relations, performance management. Provides advice on human resource policies, procedures, and documentation; researches, identifies, and analyzes specific employee relations concerns and makes appropriate recommendations to the business partner. Engages the COEs, as required.
3. Provides interpretation and advice regarding KPU policies and Faculty and Support Staff collective agreements. Consults with Labour Relations, as needed.
4. Provides advice and guidance to management and academic leaders in situations requiring interpretation and judgement. Works collaboratively with the COE to ensure application of relevant policies, collective agreements, terms of employments, labour law and regulations.

5. Consults and advises on sensitive and/or complicated human resources matters by exercising creative problem-solving skills and facilitating decision making while keeping organizational goals of the department and University balanced.
6. Consults and supports leaders in organizational development and workforce planning; restructuring, strategic planning organizational design, succession planning, needs assessment, team building, etc. Engages and/or supports the COEs, as required.
7. Provides advice and guidance to leaders on informal resolution matters. Supports the dispute resolution process by investigating issues at a preliminary stage, engaging in discussions with management, labour relations and any other areas from the Centres of Excellence to effectively resolve any issues. Participates in and/or facilitates grievance meetings.
8. In consultation with Health and Benefits, provides support to leaders on employee accommodations, employee absences, and graduated or modified return to work plans.
9. Coaches and advises leaders in the development of talent plans including succession planning, performance management and supporting on recruitment of talent into excluded roles within the organization. Provides advice and guidance on recruitment and selection procedures as it relates to collective agreement obligations and University policies.
10. Provides expertise on HR best practices to guide managers on matters such as performance management, human rights, employment standards. Explore and determine innovative and creative approaches to resolving employee relations issues.
11. Partners with the business to develop change management strategies and related targeted communication plans for employees, in support of change initiatives.
12. In consultation with the COE, and in partnership with the business, supports the effectiveness of the business through the development of specific and general training and development initiatives.
13. Prepares a variety of confidential documentation including performance letters, disciplinary letters and other non-standard correspondence.
14. According to departmental needs and overall strategic plans, manages or contributes to HR projects, initiatives or policies enhancing the People Relations core service deliverables.
15. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
16. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- Bachelor's degree in Business Administration, Human Resources or related field. CPHR designation considered an asset.
- Minimum of three years of progressively responsible HR generalist experience in a large, complex multi-union organization, including experience in recruitment, benefits, human resources advice, administration and interpretation of collective agreements, and human resources information systems (HRIS). Must be comfortable reading and interpreting collective agreement language.
- Preference for HR experience gained in the public sector and/or post-secondary.
- Experience supporting and fostering equitable, diverse and inclusive environments.
- Or equivalent combination of education and experience.

QUALIFICATIONS

- Developed skills in coaching managers, facilitation, and relationship management.
- Direct experience and proven track-record in the delivery of processes, tools, and programs.
- Excellent computer skills with proficiency in word processing, spreadsheet, database and HRIS software.
- Excellent communication and presentation skills, verbal and written.
- Demonstrated interpersonal skills and ability to deal effectively with employees and the public on a diverse range of matters. Proven conflict resolution skills which incorporate a strategic and collaborative approach to employee relations issues in alignment with KPU's goals and objectives.
- Strong analytical and problem solving skills. Proven ability to identify and recommend creative solutions.
- Demonstrated ability to work with considerable independence, initiative and discretion.
- Excellent time management and organization skills, with the proven ability to prioritize based on organizational requirements, and to meet the demands of a high-volume portfolio.
- Proven ability to exercise sound judgment, tact and discretion when dealing with sensitive and confidential information.
- Ability to advise, recommend and present requirements and solutions to complex problems and manage ambiguity.
- Ability to promote and contribute to team goals, and achieve objectives ensuring optimal use of resources; and demonstrated professionalism, integrity, ethical behaviour and commitment to the values of KPU.
- Self-starter who thrives in a fun, dynamic and action-oriented environment
- Intercampus travel is required. Possession of a valid driver's license and access to a vehicle is required.