



Human Resources Business Partner

Are you looking for a rewarding and exciting HR career? Are you passionate about HR and transformational change? Look no further we have a great opportunity for a passionate and seasoned HR professional.

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 91,500 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

Under the direction of the HR Director, the Human Resources Business Partner provides leadership and support to assigned client groups. Responsibilities include providing guidance and strategic advice to the leadership team regarding employee relations, HR policy, performance management, disability management, recruitment, compensation, learning and development, and health and safety. The HR Business Partner builds relationships with assigned client groups, becoming a trusted advisor and a driver and facilitator of change.

Main Responsibilities

The Human Resources Business Partner works closely with management to understand and address business issues, while leveraging opportunities to develop strategic HR initiatives. Areas of expertise and responsibility include but are not limited to:

Employee Relations

- Leads the investigation process on applicable employee relations investigations and provides recommendations to the HR Director.
- Supports the progressive discipline process, up to and including termination.
- Coordinates employee separation process; conducts exit interviews, and analyzes data in order to understand turnover, report on trends to management and make recommendations for corrective action.

Learning and Development

- Provides project leadership for the design, development and delivery of training and learning initiatives for PEO staff.
- Leads the design, development and implementation of PEO orientation program with the support of the HR team.
- Responsible for the administration and maintenance of the Performance Management Plan (PMP). This includes assisting with developing the annual strategy, training staff at all levels and monitoring individual plans at various phases.



Policy and Procedures

- Leads assigned projects for the development, implementation and review of internal human resource policy handbook, programs, systems, procedures, and processes.
- Makes recommendations around developments and best practices in human resources policies, programs, systems, processes and training and development methodologies.

Talent Management

- Ensures recruitment processes and procedures support the business objectives; advising and implementing innovative solutions to meet demand.

Health and Safety

- Recommends and implements disability management practices and programs across PEO.
- Manages the accommodation and return to work program for employees. Communicates with and provides guidance to all stakeholders (i.e. employees and management) throughout the process.
- Collaborates with the WSIB to effectively report and manage workplace-related illness/injury claims.
- Oversees PEO's AODA program to ensure compliance with legislation.
- Provides support to the JHSC.

General Duties

- Provides advice and/or coaching on sensitive confidential and complex HR issues.
- Collaborates with the HR team to manage matters around compensation, specifically: payroll, benefits and pension/RRSP program.
- Facilitates the implementation and maintenance of compensation policies, programs and systems including supporting pay equity with respect to legislative obligation.
- Generates reports and correspondence, as needed.

Skills and Qualifications:

- University degree in human resources or a relevant discipline with course work in the human resources field.
- Minimum 8-10 years' progressively responsible and related human resources experience.
- Demonstrated knowledge of multiple human resource disciplines (employee relations, performance, recruitment, compensation, benefits, etc.).
- Demonstrated knowledge of applicable laws and regulations related to human resources and general business practices in Ontario.
- CHRL designation considered an asset.
- Experience in training assessment, development and implementation.



- Project management skills to lead/conduct human resources policy/program and training/learning development projects and oversee all phases of projects from concept to completion.
- Effective at identifying and leading projects and/or initiatives in support of business goals.
- Ability to organize and prioritize accountabilities to support organization needs and advances the human resources strategy.
- Clear and effective written and oral communication skills and the ability to communicate to all levels of the organization.
- Exceptional presentation and training skills to conduct/facilitate training/learning sessions for management and staff.
- Excellent computer skills including proficiency in MS Office (Outlook, Excel, Word, PowerPoint, etc.).
- Ability to handle confidential information with integrity and professionalism.
- Ability to work proactively and positively as part of a team acting with a sense of urgency.
- Great customer service focus.
- Ability to collaborate and partner with the organization and prioritize in a fast-paced environment.
- Sound judgment, the ability to make difficult decisions to resolve complex issues.
- Proven ability to be a self-starter and work independently.
- Experience in designing and implementing diversity and inclusion programs.
- The ability to multitask and to project manage initiatives to completion.
- Experience working at a regulatory body is an asset.

Qualified professionals are invited to submit, without delay, their cover letter, stating salary expectations, and resume in confidence by **August 14, 2020** to: peopledevelopment@peo.on.ca

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.



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*We thank all applicants in advance for your interest in our organization
and advise that only those candidates selected.*