

Are you looking for a rewarding and exciting HR opportunity? Are you passionate about HR and transformational change? Look no further! PEO has a great opportunity for a passionate and seasoned HR professional.

Overview

As we move through a period of exciting organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Human Resources Business Partner** on a 12-month contract.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The Human Resources Business Partner, under the direction of the HR Director, 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.

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 issues and provides recommendations to Human Resources 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 a PEO orientation program with the support of the HR team.
- Administers and maintains 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.
- Ensure PEO's AODA program is compliant with legislation.
- Provides support to the JHSC as required.

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.

Specialized Skills and Knowledge

Knowledge of:

- Applicable laws and regulations related to human resources and general business practices in Ontario.
- Multiple human resource disciplines (employee relations, performance, recruitment, compensation, benefits, etc.).

Skills and qualifications include:

- 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.
- 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 business and prioritize in a fast-paced environment.
- Exercises sound judgment and proven 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.
- CHRL designation considered an asset.
- Experience working at a regulatory body is an asset.

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to peocareers@peo.on.ca by May 21, 2021.

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.

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