



**Position Title: Human Resources Business Partner**

**Position Type: Fixed Term Contract**

**Position Duration: Up to 15 Months**

**Location: Ontario**

**Job Grade: 6**

**Salary Range: \$73,372 - \$106,304 / year**

**Hours of work: 36.25 hr/week**

**Reporting to: Manager, Human Resources**

**This Posting is Open To: Internal/External Applicants**

Skilled Trades Ontario is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario (STO) is currently seeking a Human Resources Business Partner, to play a pivotal role in fostering a positive workplace and providing leadership and support to an assigned client group. As a trusted advisor, responsibilities include providing guidance and strategic advice to the leadership team in the areas of but not limited to labour relations, HR policy, performance management, disability management, recruitment, compensation, learning and development, employee engagement and wellness, diversity and inclusion, and health and safety. This role requires a keen understanding of business needs and HR best practices to drive success and maintain STO's strong workplace culture.

## **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:

### Labour and Employee Relations

- Provides strategic leadership on behalf of STO for the management of labour relations actions including the review and investigation of grievances, and the coordination and delivery of management responses at each stage of the grievance process, including mediation and arbitration
- Leads the investigation process on applicable employee relations investigations and provides recommendations to Leadership
- 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
- Supports and participates in negotiations as needed during the collective bargaining process
- Implements an employee relations strategy that provides a framework for identifying and resolving employee relations and workplace conflict problems
- Works to resolve labour relations issues in the early stages and partner with the Leadership to support complex matters and negotiations
- Accountable for providing guidance to management relative to continually improving employee performance through the performance management program. This will be accomplished through training and the application of performance management tools

### Learning and Development

- Participates in projects for the design, development and delivery of training and learning initiatives
- Responsible for the development, administration and maintenance of the Performance Management Plan (PMP). This includes developing the annual strategy, training staff at all levels and monitoring individual plans at various phases

### HR Functional Initiatives

- Participate on special projects pertaining to HR programs or operational initiatives; these may include competency frameworks, culture initiatives, leadership development and training initiatives, engagement initiatives, operational process improvements, systems enhancements, etc.

- Participate in HR business and strategy planning initiatives
- Facilitate the execution and implementation of new program initiatives; ensuring consistent core messaging and process across divisions
- Leverage HR tools and systems working to generate and interpret data analytics aimed at driving business outcomes
- Continuously strive to develop and execute process improvements across the HR function
- Maintain strong partnerships across the HR team
- This position is responsible for advising and coaching management relative to human resources policies, employment law and employment law compliance

### Talent Management

- Works with Leadership to administer STO's succession plan
- Responsible for assisting with the application of a workforce planning strategy which aligns workforce needs to current and future talent and skill requirements. This strategy will encompass
- Supports the Talent Acquisition team in full-cycle recruitment as required including: preparing a VMF for the hiring manager and discussing the scope of recruitment, preparing and posting of job ads, screening resumes, identifying a short list to present to the hiring manager, phone screening candidates, sharing phone screen results and suggesting top candidates for the interview stage, scheduling interviews, interviewing on a panel, administering testing, conducting references and security background checks and contacting successful and unsuccessful candidates

### Diversity and Inclusion

- Assisting in the design and implementation of diversity, equity, inclusion and belonging programs across STO
- Fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion

### Employee Engagement and Wellness

- Leads the development of STO's employee engagement mandate through initiatives that promote a high performing culture and engaged workforce
- Manages the overall employee wellness program and works collaboratively with colleagues around employee absences and ergonomic assessments
- Develops retention strategies and works with Talent Acquisition team to action strategies into deliverable outcomes

### Health and Safety

- Manages STO's AODA and WHMIS program to ensure compliance with legislation
- Manages third party workplace assessments and reports to help identify and minimize ergonomic risks
- Liaises with third party disability management providers to refer, and manage disability claims for absence or accommodation
- Maintains and keeps updated statistical information about absence and accommodation cases for temporarily and permanently disabled employees
- Manages the accommodation and return to work program for employees. Communicates with and provides guidance to all stakeholders (i.e. employees, union, and Management) throughout the process. Identifies and documents essential and non-essential duties in all cases requiring accommodation that would be recognized under the Ontario Human Rights Code
- Collaborates with the WSIB to effectively report and manage workplace related illness/injury claims

### **General Duties**

- Collaborate with senior leadership to understand STO business goals and align with HR strategies
- Provides advice and/or coaching on sensitive confidential and complex HR issues to improve workforce effectiveness and enhance organizational performance
- Provide leadership and guidance to junior HR team members as required or when partnering on work assignments
- Work collaboratively with payroll or the HR team to manage matters around compensation, 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 for senior leadership
- Reviews and analyzes data, in order to identify trends and make appropriate recommendations
- Participates in committees and working groups, as assigned

### **Qualifications:**

- A minimum 5 years experience in HR or a related field with a focus on providing HR business support
- A combination of experience and/or post secondary education in Human Resources or a relevant discipline with course work in the Human Resources field
- Proven ability to apply relevant legislation to the workplace policies and practices

- Familiarity with HR best practices, Organizational Change, Change Management, Performance Effectiveness, Training & Development, recruitment, and labour relations
- Excellent judgement and analytical skills to provide options and advice regarding sensitive and confidential employee matters
- Effective communicator with proven human relations skills to foster and promote cooperation and work collaboratively with stakeholders while promoting a diverse work environment
- Strong computer skills, including Microsoft Word, Excel and PowerPoint, as well as HRMS software knowledge
- Strong business acumen to align both business objectives and HR strategies with corporate goals to maximize shareholder value
- Strong leadership and coaching skills, demonstrating integrity and professionalism
- Proven project management skills and the ability to multitask and to project manage initiatives to completion
- Experience working at a regulatory body is an asset
- Experience working in a unionized environment is an asset

**Knowledge of:**

- Relevant acts/regulations (e.g. Ontario Labour Relations Act, Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act) which impact the human resources function to lead the development/implementation of human resources policies/programs/training materials which align with legislation/regulations
- Human Resources practices and principles, as well as all applicable labour, human rights, and health and safety legislation
- Collective agreement and/or employment policy interpretation and application

**Skills include:**

- Excellent consultative, customer service and oral communication skills to provide client oriented human resources policy/program advice and expertise to STO
- Demonstrated 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
- Strong presentation and training skills to conduct/facilitate training/learning sessions for management and staff
- Excellent written communication skills to prepare policy/program recommendations, project plans/reports, communication materials, training materials, and briefing documents
- Experience with collective agreement and/or employment policy interpretation and

application

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **April 17, 2024 at 5:00pm EST** to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: STO-018-24. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.