



**Human Resources Business Partner  
Part Time  
(.6FTE)**

**Mandate**

We are seeking a personable, experienced human resources business partner to join our organization. The Human Resources Business Partner (HRBP) position is responsible for coordinating, facilitating and executing assigned activities across the employment lifecycle.

This position reports directly to the Manager; Human Resources.

**Portfolio**

St. Joseph's Lifecare Centre Brantford is also a member of the St. Joseph's Health System. It is a leader in long-term care, palliative and hospice care, and community outreach programs. The campus includes a long-term care facility with 205 beds, Stedman Community Hospice, and onsite medical offices. The overall staff complement is approximately 350 employees.

**Accountabilities**

- Work with management to develop workforce plans; ensure quality hires and appropriate staffing levels by effectively executing recruitment and selection process and strategies.
- Ensure that HR services are aligned with management recruitment needs.
- Support managers in forecasting and planning their talent pipeline requirements in line with the People Strategy.
- Utilize the applicant tracking system to ensure efficient and appropriate workflow.
- Oversee the onboarding of new employees.
- Review and update job descriptions.
- Support managers in addressing complex employee and labour relations issues, including collective agreement interpretation, discipline, conflict resolution, investigations, accommodation issues, management of harassment and discrimination complaints, and other related HR issues.
- Complete investigation reports and make recommendations for resolution/outcomes.
- Work in partnership with Union leadership to address and resolve unionized employee issues.
- Provide expert advice to employees when appropriate.
- Assist in arbitration and collective bargaining negotiations.
- Work with managers to managing the attendance support process by providing reports, counsel and guidance.
- Participate in labour/management meetings.

- Coordinate employee claims for disability, WSIB, and life claims.
- Attend organizational meetings regarding Return to Work and WSIB cases to meet organizational and legislative obligations.

#### Qualifications:

##### Required:

- Bachelor's degree in business administration, HR management, or related field
- Minimum 3 years' experience in a healthcare human resources environment

##### Preferred:

- CHRP designation

#### Competencies

<b>Personal Leadership</b>	<input type="checkbox"/> Resilience
	<input type="checkbox"/> Effective emotional intelligence
	<input type="checkbox"/> Growth mindset
	<input type="checkbox"/> Demonstrates character, role models our values
<b>People Focused</b>	<input type="checkbox"/> Ability to link people's strategy with the organization's strategy
	<input type="checkbox"/> Ability to get the right people for the organization
	<input type="checkbox"/> Serves as a role model for others
	<input type="checkbox"/> Ability to drive people's strategies in the organization
<b>Results Orientation</b>	<input type="checkbox"/> Translates strategy into actions
	<input type="checkbox"/> Proactive decision-making
	<input type="checkbox"/> Takes responsibility for actions and performance
	<input type="checkbox"/> Accountable for achieving defined outcomes and results
<b>Communication</b>	<input type="checkbox"/> Ability to give and receive criticism
	<input type="checkbox"/> Ability to engage with every level in the organization
	<input type="checkbox"/> Ability to resolve and manage conflicts

To apply for this critical role, please send us a cover letter and resume in confidence, outlining how your knowledge, experience, and personal attributes align with the requirements of this position, **by July 3, 2020.**

Interested candidates should forward their resume in confidence to:

Human Resources  
 St. Joseph's Lifecare Centre Brantford  
 99 Wayne Gretzky Pkwy  
 Brantford, ON N3S 6T6  
 Email: [employment@sjhcg.ca](mailto:employment@sjhcg.ca)

St. Joseph's Health Centre Guelph is committed to creating a barrier-free, accessible organization, utilizing a collaborative approach in supporting persons with disabilities during recruitment, assessment, selection, hiring and the ongoing employment lifecycle. Upon individual request, the Health Centre will endeavour to remove any barrier to the employment lifecycle to accommodate those employees with disabilities. Should any employee require accommodation through the employment lifecycle, please contact Human Resources.