



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/15

HR PARTNER

Job ID	61316-4337	
Web Address	https://careers.indigenous.link/viewjob?jobname=61316-4337	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-03-25	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Faculty of Health Sciences Human Resources Office provides leadership, advice, support, and resources to faculty and staff to foster the creation of an environment that is inclusive, diverse, and engaging. Working with our partners within the Faculty and beyond, we are responsible for recruiting a large and diverse number of individuals locally, nationally, and internationally. We support the over 2000 staff members as well as, 890 full-time and 2800 part-time faculty members who help the Faculty to accomplish its mission and vision. These are dispersed amongst the Schools and Departments in the Faculty of Health Sciences. As value-added service partners we cultivate human potential and champion an inclusive culture by Enabling FHS-HR and University strategy; Collaborating with our community; Delivering service excellence; and Empowering learning & growth. The HR Partner would provide focused leadership and coordination of the Faculty's comprehensive human resources functions within their assigned portfolio, working within a collaborative environment to ensure an inclusive, positive and productive workplace culture and optimal alignment of staff resources with continuously evolving needs.

Job Overview: The HR Partner provides a full range of Human Resources management and services and support to designated internal client group(s) within the Faculty to optimally support its diverse activities in administration, education, and research. Reporting to the Assistant Director, FHS Human Resources and the Director of Administration, Psychiatry & Behavioral Neurosciences, the HR Partner provides full-cycle HR support to designated client groups, and is responsible for providing guidance and advice within the Faculty for TMG and staff, in the areas of employee relations, compensation and benefits, recruitment and selection, training and development, health and safety, orientation, terminations, retirement, human resources planning, leaves of absence, return to work, accommodation, and performance coaching and management. This position is responsible for ensuring compliance with, and/or advocating for continuous improvements in, HR policies and procedures, requiring extensive knowledge of university policies and procedures as well as relevant external legislation (e.g. Employee Standards Act, Canada Human Rights Code, WSIA, etc.) and best practices. The incumbent partners with Faculty leadership and Departmental operational leaders to inform the Department's strategic initiatives from the perspective of Human Resources planning, programs, and initiatives providing expertise and advising on the impact of HR decisions within the Department.

Accountabilities:

- Employee Relations
 - Serve as a trusted advisor to managers and employees on human resources and organizational issues.
 - Provides advice and guidance on employee and labour relations issues for unionized and TMG staff, engaging E/LR partners as required.
 - Provides support to the Faculty leadership and staff with regards to human resources policies and procedures, and interpretation of the Unifor Unit 1 collective agreement and all other relevant employment agreements.
 - Consults with the Faculty leadership team and supervisors as appropriate when employee issues or concerns are brought forward, advises on complex employee relations issues.
- Orientation
 - Develops and facilitates orientation program(s), packages, policies and procedures for all staff in collaboration with the Faculty leadership team and Department Leader(s), engaging the Organizational Development team as required.
 - Advises on orientation issues and best practices, and involves appropriate groups as resources for individual orientation needs.
- Leaves of Absence, Return to Work, Accommodation

- Coordinates and/or advises on leaves of absence, accommodations, performance management, and human right/equity issues for staff in accordance with policies, procedures, and collective agreements where applicable.

- Facilitates all aspects of an employee return to work, including ongoing employee communication and documentation, liaising with FHS-HR, EHS and HRSC partners as appropriate.

Performance Management

- Advises on performance management including performance evaluations, disciplinary issues, coaching and mentoring strategies, managing performance improvement plans along with coordinating 360 review process for leadership roles, engaging HR centres of expertise as required.

HR Administration

- Identifies and implements process improvements in the area of Human Resources.

- Advises staff of annual vacation entitlement, maintains and monitors attendance and monitors attendance management.

- Ensures effective records management for all areas of HR, including management of personnel files and confidential information.

- Facilitates employee change processes related to staff movements, hires, and terminations.

- Provide oversight on the department's staff time entry and approval procedures, ensuring training is provided and discrepancies are resolved bi-weekly.

Compensation & Benefits

- Advises on total rewards, including compensation and benefits issues, ensuring internal equity for staff, in partnership with the Total Rewards team.

- Advises employees and leaders on policies and best practices regarding vacation, merit, and incentives.

Talent Management

- Recommends talent management and EDI practices that support the Faculty's strategic plan.

- Provides full-cycle recruitment support, develops job descriptions, job postings, and supplementary materials for posting process according to relevant University guidelines, partnering with the Talent centre of expertise as needed.

- Manages the selection process including developing assessments, screening, interviewing, reference checks and making recommendations in collaboration with hiring managers. Prepares documentation for temporary/casual and Unifor hiring, including account information, letters of offer, contract extensions, and information required for payroll in partnership with Department Administrators.

Training & Development

- Develops, coordinates and provides HR training to faculty/staff supervisors as needed, consulting with OD partners as needed.

- Champions new initiative launches within portfolio (i.e. new system workflow enhancements, new program/policy implementation), ensuring awareness of upcoming initiatives, and supporting teams through required change.

- Advises staff on continuing education and career development options, as well as how to access resources to support personal and professional development.

- Plans and implements training sessions for staff as necessary (e.g. software training, sessions at retreats, etc.), including selecting speakers/contractors as well as designing and evaluating the training outcomes.

Health and Safety

- Coordinates health and safety programs, advises on and monitors compliance to required health and safety training, working alone policy, emergency evacuation procedures, and incident/injury reporting.

- Liaises with FHS Safety Office, EOHSS and health and safety groups as necessary.

- Manages WSIB claims for the Department in cooperation with Employee Health Services and the HHSC.

Other

- Builds strong relationships and networks across the Faculty and the organization.

- Continually drives HR functional excellence and process improvement.

- Participates in HR Forums, HR Department meetings and HR Partner CoP.

- Provides ongoing feedback to HR Leaders and Centres of Expertise, regarding Faculty HR needs and opportunities for program development, resources.

Skills and Qualifications:

- University degree or related field with a focus in Human Resources/Industrial Relations

- CHRL designation strongly preferred

- 5-7 years' HRBP/HR generalist experience, preferably in a large, unionized environment
- Experience in an academic setting an asset
- Functional knowledge and broad experience in all areas of human resources policies, practices processes, and legislation
- Demonstrated ability to analyze and address employee and policy issues and exercise sound and experienced judgment in providing advice and guidance, often in ambiguous situations
- Early adopter of process enhancements and demonstrated agility in service delivery of programs
- Strategic thinker with proven negotiation and influencing skills
- Ability to build trust, follows through, ensures people feel heard, acts with integrity
- Demonstrated coaching, mentoring, and change management skills
- Excellent interpersonal and well-developed communication skills
- Computer proficiency with high level of competence in Microsoft Office applications; knowledge and experience with PeopleSoft an asset

Additional Information:

- The HR Partner will support components of faculty recruitment and provide backup to the Tenure and Promotion process.
- This position will provide support to the Department of Psychiatry and Behavioural Neurosciences.

What We Offer

In addition to joining a Top Ranked University, McMaster offers a very competitive Total Compensation Package that includes, but is not limited to:

- Employer Paid benefits such as Extended Health, Dental, Emergency Out-of-Country Travel Coverage, Life Insurance.
- Participation in a Group RRSP plan.
- Progressive paid annual vacation plan.
- Training, coaching, and professional development opportunities.
- Employee tuition assistance for continuous development and education.
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning.

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.

For more information, visit McMaster University for HR PARTNER