

HUMAN RESOURCES BUSINESS PARTNER

Organization:	Workplace Safety and Insurance Appeals Tribunal
City:	Toronto, ON
Job Term:	1 permanent
Compensation Group:	Management Compensation Group
Job Code:	I09 – Individual Contributor 9
Salary Range:	\$76,382.00 – \$112,555.00 per annum
Hours of Work	Minimum of 36 ¼ hours / week
Posting Status:	Open

Attention Strategic HR Professionals!

Are you a strategic HR professional with strong client advisory skills that can provide sound human resources and labour relations advice to management? Do you have experience leading strategic HR and modernization projects? The Workplace Safety and Insurance Appeals Tribunal (WSIAT) is seeking a highly motivated and accomplished HR Business Partner to lead and support strategic HR initiatives and client advisory services in the areas of labour relations, workforce and human capital planning, change management, accommodation management, project management, training and development, and health, safety and wellness.

About Us:

The WSIAT is committed to fostering and sustaining a diverse, inclusive, equitable and accessible workplace. We are a specialized adjudicative tribunal that hears appeals of final decisions of the Workplace Safety and Insurance Board.

As HR Business Partner, you will be responsible for providing expertise in the areas of areas of human resources management, strategic labour relations, project management, disability management, workforce and human capital planning, training and development, organizational health, safety and wellness, and workplace investigations. You will also lead and participate in various modernization initiatives working within a project focused department. This position reports directly to the Director, Human Resources and Administration.

What can I expect to do in this role?

In this exciting role, you will:

- Provide client advisory services and strategic advice on complex labour relations and human resources issues, including performance management issues, employee relations, employment accommodation, disability management, training and development, HR modernization, and organizational design.
- Provide expert advice, planning and project management services for HR and corporate-wide projects.
- Provide business assessment and strategy development to assist clients in achieving their business goals including strategies to address systemic issues.
- Develop strategic human capital plans to assess workforce planning needs and organizational implications.
- Employ talent and performance management solutions; recommend current and future job roles and develop succession plans.
- Conduct assessments and investigations into potential workplace discrimination and harassment issues.

- Analyze business processes and requirements to identify emerging trends and provide related options and solutions.
- Lead and support HR compliance, and develop, draft and update HR policies, guidelines and tip sheets.
- Provide training and development leadership and advice including the creation and maintenance of leadership training materials, and liaising with training vendors as applicable.
- Foster positive relationship/partnership with bargaining agents by engaging in ongoing communication and inclusion where appropriate, and provide early resolution to employee/labour relations issues.
- Collect, interpret and analyze HR metrics and develop appropriate courses of action.
- Lead HR projects including preparing project plans, implementation plans, and communication materials.
- Maintain current awareness of changes and best practices within the labour relations, human resources and health, safety and wellness fields.
- Prepare briefing notes, recommendations, and option papers.
- Deliver presentations, training and briefings on HR initiatives, policies and projects.

How do I qualify?

Specialized HR Skills:

- Demonstrated knowledge and understanding of strategic HR management issues and human capital initiatives and their impact on organizational performance and business effectiveness.
- Demonstrated knowledge and experience in leading organizational change and development initiatives, including organizational design, culture change, gap analysis, change management, and strategic labour relations.
- Demonstrated experience in labour relations, disability management, accommodation management, talent and performance management, health and wellness, workplace discrimination and harassment, training and development, organizational change and workforce planning.
- Experience providing strategic advice and guidance in the promotion of positive labour-management relations including conducting investigations and resolution of employee relations matters and grievances.
- Sound knowledge of human resources and labour relations acts, legislation, policies, procedures and collective agreements.
- Experience leading and participating on union-management committees, liaising with union representatives and consulting with legal counsel on complex employee relations, labour relations and accommodation issues.

Leadership Skills:

- Ability to lead HR programs and initiatives and assess the overall impact and service delivery implications.
- Ability to lead the drafting and development of HR policies, guidelines and tip sheets and lead training regarding changes in policy and HR compliance matters.
- Ability to develop and foster relationships to facilitate implementation and management of HR initiatives.

Project Management and Strategic Planning Skills:

- Ability to effectively lead a range of concurrent projects from conceptualization to development, implementation and evaluation.

- Knowledge of contemporary communications principles and practices to develop effective communications strategies to launch and sustain projects or strategic plans.
- Ability to lead projects to support organizational change and development initiatives including organizational design, job and competency design, gap analysis, change management and workforce planning strategies.
- Knowledge and experience in change management and related concepts and theories in order to lead and coordinate various change management and modernization initiatives.

Communication, Consultation and Relationship Management Skills:

- Demonstrated consulting, impact and influence and relationship management skills.
- Strong political acuity to recognize and take into account sensitive situations, and develop appropriate responses for clients.
- Effective verbal and written communication skills to prepare and present various reports, proposals, briefing notes, presentations and communication materials.

Research and Analytical Skills:

- Strong research, review and analytical skills to manage HR and labour relations issues and identify solutions.
- Conceptual and analytical skills, and experience in the application of HR data and best practice research to support strategic analysis, management decision-making and program delivery.
- Problem solving skills to identify, develop and recommend options for resolution of contentious issues within the context of legislative requirements and WSIAT policies.

Additional Information:

Address: 505 University Avenue, Toronto, Ontario
Area of Search: Within commuting distance of 505 University Avenue
Posted on: March 28, 2023

How to Apply:

For **INTERNAL** candidates, please follow these directions:

1. Please log onto your ADP account and select Myself>Talent>Career Centre.
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at Recruitment@wst.gov.on.ca. Recruitment staff will contact you within 48 hours.

For **EXTERNAL** candidates, please follow these directions:

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at Recruitment@wst.gov.on.ca. Recruitment staff will contact you within 48 hours.

Remember: The deadline to apply is April 11, 2023 at 12:00 pm (NOON) EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**