



## Human Resources Business Partner

**Department:** Human Resources

**Location:** Essex, Ontario

**Position type:**

Permanent, Full Time (35 hr./week)

**Posting #:** 51-21

**Opening Date:** October 14, 2021

**Closing date:** October 22, 2021

### Who We Are:

The [Corporation of the County of Essex](#) is an upper-tier municipal government providing programs and services to a population of approximately 182,000 residents. The County also provides some shared services with the City of Windsor, reaching approximately 400,000 residents regionally.

The County of Essex is Canada's warmest and most southern County; surrounded on three sides by water and blessed with unrivaled opportunities for boating, fishing, cycling, golfing and other recreational pursuits. As one of Ontario's best kept secrets, Essex County offers an affordable mix of urban and rural living with world-class amenities and schools. We are located next to the urban centre of the City of Windsor and are just minutes from downtown Detroit, Michigan. The Corporation offers a competitive total rewards package including generous benefits, a work-life balance program and participation in the OMERS pension plan.

### In A Nutshell:

Reporting to the Director of Human Resources, the Human Resources Business Partner is responsible for providing client focused HR strategies, operational guidance and programs that are aligned with the people strategy, as well as corporation and departmental strategies.

## **Day In The Life:**

- Supports the development and execution of people strategies, working closely with Departmental leaders to understand their needs and provide integrated people solutions supporting their operations and staffing needs.
- Advises and develops strategies on strategic talent management (succession planning), career mapping, staff development and learning, and attraction/redeployment to ensure the County has the necessary talent in place for current and future needs.
- Consults with Managers in the development of performance coaching and development programs, advising on a range of human resources issues and solutions.
- Leads strategic HR projects and initiatives.
- Provides insights to the HR specialist areas on the unique needs of the County's operations, work cultures, and operational opportunities/risks in order to support the development, launch, and ongoing maintenance of key HR programs.
- Advocates on behalf of the County and on behalf of HR to facilitate consistency in practice and sound solutions.
- First point of contact for Labour Relations issues for assigned client groups, including grievances, and is an integral part of the full collective bargaining process.
- The responsibilities described above are representative and are not to be construed as all-inclusive.

## **What We Are Looking For:**

- 8 years' experience in Human Resources within multiple functional HR areas.
- Above includes 3 years' experience in labour relations (i.e. grievance management, collective bargaining) ideally in the public sector working with multiple unions.

- Above includes 3 years' management level experience.
- A Bachelor's Degree or Three-Year Diploma in Human Resource, Business Administration or related field.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office suite.
- Professional certification in Human Resources, such as the Certified Human Resources Professional (CHRP) or equivalent an asset.

## **What We Are Offering:**

A competitive annual salary range of \$71,943 - \$88,327 (under review) is just the beginning. The benefit package is second to none and the defined benefit plan of Ontario Municipal Employees Retirement System (OMERS) is a pension system sought by many. Balancing your work and personal life is part of the County culture, and is supported by flexible working options and a generous vacation schedule.

## **Note:**

The County of Essex has implemented a COVID-19 Mandatory Vaccination Policy as a critical and necessary step to ensure a safe and healthy workplace and a safe and healthy community. As a condition of employment, all potential new hires will be required to provide proof of compliance with the Policy upon acceptance of an offer of employment.

## **Application Process:**

Qualified applicants are invited to apply online at the [Career Opportunities](#) section of our website at [www.countyofessex.ca](http://www.countyofessex.ca) by the posting deadline. Due to the volume of applicants, only selected applicants will be contacted.

The County of Essex, embraces diversity and inclusion in our workforce and workplace. We are committed to building inclusive teams and an equitable environment for people to be themselves. We encourage applications from all qualified candidates and will accommodate needs under human rights legislation throughout all stages of the recruitment and selection process. Please let us know of any accommodations through [hr@countyofessex.ca](mailto:hr@countyofessex.ca). Information received relating to accommodation will be addressed confidentially. This information can be made available in alternate formats upon request.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of this employment opportunity only.