



## POSITION DESCRIPTION

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**POSITION:** Manager, HR Business Partnerships  
**DEPARTMENT:** Human Resources **JOB NUMBER:**  
**DIVISION/FACULTY:** **DATE REVISED:** January 2022

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### ORGANIZATIONAL STRUCTURE

This role reports to the Director, People Relations. Reporting directly to this position are the Human Resources Business Partners.

### PRIMARY FUNCTION

The Manager, HR Business Partnerships provides leadership in the planning, development, and implementation of programs, initiatives, strategies, policies and procedures to the HR Business Partners who support the diverse client groups across the University community. The Manager oversees the operational and strategic management of the HR Business Partners services unit of Human Resources, ensuring that the goals and objectives of individual business units, align with the broader goals of the University. The role provides senior level advice and consultation to the Business Partner team and supports them in the development of strategies by conducting research and making recommendations.

### KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates, and ensure alignment of team goals. Monitors and assesses performance.
2. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Labour Relations regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
3. Leads a team responsible for providing pro-active and client-centric HR guidance and support including participating in the development of HR strategies that align with the business units and the overall goals of the University.
4. Provides professional advice and expertise to the HR Business Partner team and leaders on complex, sensitive, and highly confidential matters involving a range of HR issues including performance management, progressive discipline, and recommendations for employment terminations. Escalates issues to Labour Relations, or the Director of People Relations, as necessary.

5. Identifies, analyzes and assesses potential legal risks to the University relating to HR issues, and recommends and develops strategies to mitigate these risks.
6. Reviews and provides advice on University policies, procedures and processes to ensure compliance with legal obligations. Brings a client-centric lens to the review of policies/processes to ensure they align with the business needs.
7. Researches emerging trends, initiatives, and best practices to align the HR Business Partner Services initiatives with the current, emerging, and future needs of the University.
8. Develops and maintains relationships with departments, Faculties, service areas, unions and employee groups, to promote a collaborative working relationship and identify opportunities to provide value added services.
9. Collaborates with HR Centres of Excellence to introduce or enhance toolkits for leaders, leveraging HR best practices and customizing to meet client needs in order to promote employee satisfaction and retention.
10. Maintains currency with legislative and legal developments in the HR field.
11. Collaborates with the Director, People Relations, to articulate goals and objectives for the delivery of Business Partner services in the context of University-level objectives.
12. Identifies and recommends University-level policies and priorities, prepares reports and supports senior-level decision making; plans and prepares reports for the Director, People Relations.
13. Collaborates with the Director, People Relations on the advancement and development of strategies to ensure stability, service viability and continuous improvement of Business Partner services.
14. Provides guidance, develops and implements effective change management strategies to improve the delivery of services.
15. Acts as Project Manager, developing scope of work and deliverables with stakeholders, establishing milestones and schedules, and managing all project elements through to implementation.
16. Develops and delivers education and training programs on a variety of issues to the KPU community.
17. Coordinates and contributes content for a variety of departmental communications including Quick Guides, FAQs, website, SOPs.
18. Manages a portfolio of university senior leadership.
19. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.

20. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

## **EDUCATION & EXPERIENCE**

- Undergraduate degree and knowledge in the area of Human Resources or Business Management.
- Minimum 5 years' experience in a human resources generalist role demonstrating a comprehensive understanding of HR best practices in a complex unionized environment with the ability to influence, inspire, persuade, coach and communicate to different parties of interest who have a wide variety of interests and needs. Minimum 3 – 5 years in a leadership capacity.
- Previous experience working with a Human Resource Information Systems such as Banner, PeopleSoft, SAP, Workday, Dayforce, etc. is preferred.
- Experience supporting and fostering equitable, diverse and inclusive environments.
- Or an equivalent combination of education and experience.

## **QUALIFICATIONS**

- Strong leadership, people development and business partnership orientation.
- Strong knowledge of employment, labour legislation and government policies (e.g. Employment Standards, Labour Relations Code, Employment Equity, Pay Equity, Human Rights).
- Direct experience and proven track record in the delivery of processes, tools, programs and participating in the development of accompanying policies.
- Excellent communication skills, presentation skills, and networking abilities.
- Demonstrated proficiency in establishing and managing internal and external relationships.
- Strong time management skills and initiative, and the ability to collaborate on project-based work.
- Proven ability to influence and work in a collaborative manner within a complex organization.
- Self-starter who thrives in a fun, dynamic and action-oriented environment.
- Knowledge of project management principles and methodologies
- Ability to analyze technical information, conduct research, write both concise and comprehensive reports, and deliver clear and purposeful presentations.
- Demonstrated ability to take initiative and adapt to changes in organizational priorities.
- Ability to promote and contribute to team goals, and achieve objectives ensuring optimal use of resources; and demonstrated professionalism, integrity, ethical behaviour and commitment to the values of KPU.
- Demonstrated tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Proficiency with computers and computer applications and experience with Human Resources Management Systems.
- Ability to work independently and effectively as a leader or member of a team.
- Possession of a valid driver's license and access to a vehicle is required.