

Job Posting

Position Title:	Human Resources Business Partner - Foundation
Reports To:	Vice President, Corporate Services
Posting Date:	Monday, May 13, 2019
Closing Date:	Until Filled
Work Location:	Trillium Health Partners Foundation: 89 Queensway W, Mississauga

Are you motivated by the opportunity to be part of a movement to create a new kind of health care in Mississauga, Peel Region and West Toronto? Are you a Human Resources professional who's willing to join a growing team and who is passionate about people and creating a work environment that is inspiring, productive and fun? If so, please read on to learn more about this exciting opportunity at **Trillium Health Partners Foundation**.

Trillium Health Partners (THP) is one of the largest community-based acute care facilities in Canada. Comprised of the Credit Valley Hospital, the Mississauga Hospital and the Queensway Health Centre, Trillium Health Partners serves the growing and diverse populations of Mississauga, West Toronto and surrounding communities and is a teaching hospital affiliated with the University of Toronto.

Working with donors, **Trillium Health Partners Foundation (THPF)** raises the critical funds needed to address the highest priority needs of Trillium Health Partners. THPF is a team of 35 professionals that strategically drives success as one of the highest performing hospital foundations in the country. Having raised more than \$32 million last year, our organization is positioned for growth, and is in the planning stages of a large-scale comprehensive campaign.

Join our team and help us inspire investment in a new kind of health care for a healthier community!

THE POSITION – OVERVIEW:

The **Human Resources Business Partner (HRBP)** is a full-time position, within the Corporate Services business unit of the organization. Reporting to the Vice President Corporate Services, this is a brand new role that will serve as a consultant to management on human resource-related issues and act as an employee champion and change agent. This position will regularly liaise with the THP's Human Resources & Payroll Departments and will build on the services they already provide, i.e. payroll, benefits, HR advisory services and learning & organizational development.

The position will formulate partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the Foundation. The HRBP will maintain an effective level of business literacy about each business unit's goals, plans and objectives.

SPECIFIC RESPONSIBILITIES:

Organizational Effectiveness, Business Planning and Management Systems

- Partner with the leadership team to develop an HR/People Plan that supports business objectives and ensures alignment with the overall Foundation culture, mission, values and strategic plan.
- Support the development, implementation and monitoring of the annual business planning process.
- Maintain and enhance awareness of HR best practices and emerging issues to ensure our practices are relevant, competitive and supportive of the Foundation's mission.
- Conduct regular meetings with respective business units, providing HR guidance and coaching when appropriate.
- Manage the annual employee survey process, communicate results to staff and oversee implementation of action plan.

Talent Acquisition and Management

In collaboration with THP's Human Resources Department:

- Develop and implement recruitment strategies and processes to proactively attract and retain the best candidates.
- Lead the recruitment process for new and vacant positions, in consultation with the Foundation Executive Team member, through to onboarding.
- Promote diversity in the workplace through recruitment and accommodation strategies.
- Maintain the onboarding program to enhance onboarding experience.
- Maintain competency framework to support employee development plans.
- Provide guidance and input on business unit restructures, workforce and succession planning, and maintaining centralized inventory of career counseling/professional development pipeline.
- Support disability management through return to work plans, accommodation, attendance management and injury/illness reporting consistent with THP and provincial mandates.
- Manage the exit process to effectively identify opportunities for continuous improvement.

Total Rewards

- Oversee triennial compensation benchmarking in consultation with external vendor.
- Manage the organization's annual Total Rewards Program.

Learning and Organizational Development

In collaboration with THP's Learning & Organizational Development Department:

- Support the Foundation's leadership teams to develop internal services and programs to increase employee engagement, and help employees understand their role in supporting the Foundation's values, culture and objectives.
- Administer all organizational development and learning programs by ensuring the continued and sustained development of high potential employees.
- Identify training needs and individual executive coaching needs. Follow up to ensure training objectives are met.
- Lead and/or provide consultative services on the implementation of HR initiatives and programs.

Healthy Workplace

- Support and promote a healthy and safe work environment through accident prevention and wellness initiatives building on THP's robust set of programming.
- Work closely with leadership team and employees to improve work relationships, build morale, and increase productivity and retention.

- Cultivate a culture of diversity and accommodation through the creation of a barrier free and tolerant work place.

Human Resources Policies

In collaboration with THP's Human Resources Department:

- Analyze trends and metrics in partnership with the leadership team to develop HR solutions, programs and policies.
- Review HR policies annually ensuring compliance with legislative requirements and provide guidance and interpretation to staff.
- Manage employee relations matters and escalate as appropriate.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.

KEY CRITERIA:

- Strong communication skills, both verbal and written.
- Sound working HR policy and practices knowledge and experience or ability to create or improve existing processes.
- Above average competency with MS Office: PowerPoint, Word, Excel and Outlook.
- Strong organizational skills, with the ability to work in a fast paced environment and manage multiple deadlines and priorities.
- Strong diagnostic skills and proven ability to evaluate options/alternatives and develop recommendations for multi-dimensional problems/issues.
- Strong business acumen and issue resolution skills with the ability to deal with situations in an open, objective and flexible manner.
- Ability to work independently and efficiently in an environment managing multiple projects.
- Ability to manage confidential materials in a discreet and appropriate manner.
- Exceptional service orientation across all teams, proactively anticipating their needs and expectations in order to deliver comprehensive and high quality service.
- Demonstrated ability to act as a catalyst for change within an organization.

Experience and Education:

- University degree or college diploma required, MBA preferred.
- Minimum of five (5) years of human resources experience.
- Certified Human Resources Professional designation (CHRP) preferred.

Work Environment:

At Trillium Health Partners Foundation, we care passionately about fulfilling the needs of our hospital and our community. To achieve this objective, our team is committed to embodying the values of our team-created "ICARE" philosophy: inspiration, courage, accountability, respect, and excellence. The selected candidate must be eager and able to contribute to advancing this organizational culture.

- Willingness to work flexible hours. Some after-hours work will be required.
- Work may take place across the multiple sites of Trillium Health Partners and Trillium Health Partners Foundation.

APPLICATION PROCEDURE:

- Please submit your cover letter and résumé to: donna.mckay@thp.ca
- For further information on Trillium Health Partners Foundation we invite you to visit our website at www.trilliumgiving.ca
- We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.