

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority \(RPRA\)](#), Ontario's circular economy regulator.

Our vision is a circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

We are looking for a talented and committed individual to join us as a **Senior People & Culture Business Partner** to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled and reintegrated.

SENIOR PEOPLE & CULTURE BUSINESS PARTNER

Under the direction of the Director, People and Culture (DPC), the Senior People and Culture Business Partner (SPCBP) will perform a range of human resource-related duties, including supporting the development, overall administration, coordination and evaluation of human resource plans and services. The SPCBP is responsible for handling employee-related services, ensuring regulatory compliance, fostering positive and inclusive employee relations, as well as providing support to the departmental managers. The SPCBP will undertake additional tasks as assigned within a collaborative team environment.

Essential Duties and Responsibilities

Recruitment and Selection

- Develop effective recruiting plans and strategies.
- Lead the full-cycle recruitment and selection process. This includes creating or updating job descriptions in collaboration with the managers. Posting internally and externally as well as sourcing, screening, shortlisting, interviewing, developing interview guides and supporting managers on the selection of the ideal candidate.
- Recommend appropriate starting salary, preparing offers, contracts or agreements, providing rationale for approvals and managing the approval process.
- Make offers to potential candidates, negotiating where required and managing the acceptance process.
- Coach hiring managers as required in the interview and evaluation process.
- Arrange and/or administer reference checks and background checking process.
- Partner and manage external recruitment partners.
- Maintain a DEI lens through every recruitment process and recommend changes if gaps are identified.
- Support administration of the recruitment budget.

Business Partnering and Employee Relations

- Provide consistent, open and effective communication to support staff and managers with all HR-related needs.
- Foster a positive workplace environment committed to diversity, equity and inclusion. and promote a high level of employee engagement.
- Provide advice and coach people managers and employees on HR related matters, programs, policies, procedures and tools. Support the interpretation and application of policy as required and recommend relevant action if policies are not being followed.
- Support development, effective implementation and updating of HR policies, performance evaluation framework and other programs and procedures, ensuring compliance with legal and regulatory (internal and external) frameworks and policies.
- Monitor the midyear and annual performance evaluation process. Provide support to people managers with performance management, talent development and succession planning.
- Provide advice to managers about the steps in performance management and counsel managers on employment issues, including development or performance action plans.
- Implement and recommend employee relations practices and initiatives to ensure a positive employer-employee relationship.
- Support the development, updating and implementation of the organization's Diversity, Equity and Inclusion action plans.
- Support effective processes or investigations when employee complaints or concerns are brought forth.
- Develop and maintain effective orientation, onboarding of new staff and offboarding processes and procedures.
- working collaboratively with the communications team to support internal communications.
- Support or lead people and culture related initiatives and projects

Compensation and Job Evaluation Processes

- Support and provide recommendations on compensation and annual merit pay awards.
- Participate as a member of the Job Evaluation Committee and maintain the job evaluation register and templates.
- Maintain and consistently support managers in updating or developing job descriptions to ensure it captures role and business requirements.
- Assist in the completion and participation of external compensation surveys.

Learning, Training and Development

- Support the development and implementation of learning and training policies, processes, and programs which foster a culture of continuous learning and development.
- Assist managers, employees or team learning and development plans, including supporting the selection and contracting of external training providers and consultants.
- Coordinate health, safety and wellness initiatives

- Assist with the development and monitoring of the training budget.

Other

- Participate in the development of departmental goals and objectives and ensure they are aligned with RPRA's strategic business objectives.
- Maintain HR performance metrics and other data required for internal and external reporting.

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, a defined contribution pension, personal days and three weeks of vacation to start.

We work flexible hybrid work schedules. **When working remotely it is expected to be completed from a location within Ontario.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue. We are a small team operating in an entrepreneurial environment.

We are looking for team players who know what all hands on deck means, can hit the ground running, and are ready to make the job their own. You'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope for you is that you'll be able to fine-tune your skills and move upward in our organization. You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Qualifications

Education

- Bachelor's Degree/Diploma in Human Resources.
- CHRP/CHRL designation or working towards designation required.

Experience

- Four to six years of experience
- Knowledge of all applicable Ontario employment laws, including Employment Standards, Human Rights, and Accessibility for Ontarians with Disabilities (AODA) required.

Other Knowledge, Skills, Abilities or Certifications

- An effective team player with a positive and collaborative approach to working with colleagues within a fast-paced team environment.
- Strong work ethic, sense of responsibility and confidentiality, with the ability to work independently.
- Adaptable to an environment of continuous change with an ability to pivot promptly.
- Ability to effectively support employees, develop strong relationships with managers with a solution-oriented approach and strengthen the bond between them.
- Excellent client service and interpersonal skills
- Strong written communication skills
- Ability to produce high quality work with attention to detail while managing competing demands and tight timelines.
- Excellent organizational, planning and time management skills, including the ability to multi-task, be flexible and move from one priority to another, while maintaining a high level of accuracy.
- Ability to prioritize and recognize the significance of unusual or urgent situations.
- Abreast with current HR trends, best practices and legislative updates
- Strong analytical skills
- Ability to use discretion, judgment and tact in handling sensitive information or situations.
- Advanced proficiency in Microsoft Office Suite

Min: \$78,058 – Mid: \$97,753 Salary Range

How to Apply:

Internal applicants and referrals: submit your resume to HR with the position title.

External applicants: submit your CV and cover letter to Donna McGurk at Donna.McGurk@altis.com