

INTERNAL & EXTERNAL JOB POSTING

Business Partner, People & Culture

ISANS is seeking a full-time **Business Partner** to work closely with ISANS Supervisors, Managers and Senior Leadership to provide the full range of People & Culture services for ISANS' colleagues. We are excited to welcome someone who understands and appreciates intercultural dynamics and will actively support a welcoming, inclusive and respectful working environment for ISANS staff. Reporting to the Director, People & Culture (P&C), this position will be responsible to:

- Partner with supervisors, managers and senior leadership within defined program and support functions to develop and apply effective employment related policies and procedures to support the delivery of programs and services.
- Provide HR expertise in the areas of feedback, employee relations, development and coaching, compensation and organizational development.
- Educate, coach and partner with managers on performance management and employee development
- Participate in the recruitment of Supervising Team Leads and Managers.
- Lead various People and Culture projects in areas such as policy and program development, service delivery improvements and employee experience enhancements by engaging colleagues and researching best practices.
- Ensure an equity, diversity and inclusion lens is used in program development, training, recruitment, and policy development.
- Regular People & Culture reporting and recommendations to support ISANS' strategic plan and operational decisions.
- Other duties as requested for the day-to-day efficient and effective delivery of People & Culture services for ISANS.

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or Advanced College Diploma in Human Resources
- Equivalent combination of education and experience will be accepted
- CPHR designation and/or professional coaching accreditation is a strong asset

Experience:

- 5+ year's progressive experience in the Human Resources field
- Proven experience working in a culturally-diverse organization
- Experience in working in the not-for-profit sector is considered an asset

Knowledge/Skills:

- Solid working knowledge of labour standards regulations, employment legislation, OH&S legislation, and human rights legislation
- Demonstrated rapport-building and interpersonal skills, including conflict transformation
- Keen sense of curiosity and willingness to explore opportunities from all angles
- Strict confidentiality, high levels of diplomacy, and coaching skills
- Ability to work independently and as part of a team
- Strong time management and organization skills, including attention to detail
- Strong written and verbal English communication skills
- Proficient with MS Office applications, HRIS, and other technologies
- Additional languages an asset

Competencies

- Strategic Orientation
- Analytical Thinking
- Equity, Diversity & Inclusion
- Effective Communication
- Decision Making
- Development of People

- Self-awareness & Influence
- Conflict Resolution

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Indefinite term contract
- Full-time hours: 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Wednesday July 24, 2024- 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**