

Classification	Administrator
Original Date:	Snr HR Advisor - October 2000
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Pay Group:	9

HUMAN RESOURCES BUSINESS PARTNER – JOB DESCRIPTION

NATURE AND SCOPE OF WORK

People are at the core of Capilano’s success and the Human Resources Department supports this success through the planning, development, implementation and management of a broad range of human resources services and strategies. These services span EDI, recruitment, development, well-being, compensation, classification and collective agreement negotiation and administration. Additionally, the HR Department provides oversight of employee engagement surveys, and works with managers and employees to help foster opportunities that enhance engagement.

The Human Resources Business Partner supports the work of the HR department and HR Manager, Employee Experience, and is a key HR resource for managers, directors, deans, exempt, support staff and faculty, within their assigned portfolio. The Human Resources Business Partner will also provide leadership and coaching to the HR Advisors, giving direction on HR Advisors duties and responsibilities.

The HR Business Partner provides proactive and responsive professional human resources advice in the HR functional areas of collective agreement administration, recruitment and hiring, performance management and improvement, well-being, learning and development, attendance and abilities management, evaluation and engagement, succession planning and retention. Ultimately, the HR Business Partner is responsible for providing strategic HR and people management support, advice and leading on labour relations issues in partnership with leaders and employees enabling informed decisions and in alignment with Capilano University’s Envisioning 2030 objectives.

Success in this role is built on seasoned experience and professionalism in the human resources field. While significant use of critical thinking and independence of judgement is required, collaboration and coordination with HR Department colleagues, other university employees and administrators, and external service providers and government agencies more fully defines success in the role. The position reports to the Manager, Human Resources, Employee Experience.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Provides initial point of contact for all human resources and labour relations advice and guidance, and collective agreement interpretation to administrators, deans, chairs, coordinators and other employees, often in sensitive and confidential situations such as problem resolution, employee



and labour relations, performance management, regularization and lay-offs, grievances, discipline, and departmental structure.

- Partners with department leaders to assess short and long-term business needs and provides strategic HR direction to meet their operational requirements. Ongoing consultation will assist with the development and implementation of responsive, effective and focused human resource strategies for each business unit.
- Implements policies and procedures and interprets issues and gives advice regarding Capilano University policies and Faculty and Support Staff collective agreements.
- Administers human resources best practices and legal requirements and forecasts HR trends in their respective portfolio, proactively finding solutions and/or developing strategies in support of department and human resources goals and priorities.
- Designs and oversees change management strategies and related targeted communications and plans for employees, in support of strategy implementation and change initiatives.
- Interprets and advises all operational managers in meeting their responsibilities in the consistent application of University policies, collective agreement obligations, and adherence to all relevant government legislation/regulations.
- Negotiates resolutions and settlements of labour relations issues and arbitrations. Lead investigations, prepare labour relations reports and documents relating to negotiations, grievances, and arbitrations.
- Provides guidance and leadership to Human Resources Advisors in day-to-day tasks, coordinating workloads to deliver excellent customer service to leaders and employees across the university.
- Represents the institution in collective bargaining.
- Provides employees with advice and information regarding performance and professional development and career counselling; and creates and facilitates training sessions based on university and department operational needs.
- Oversees HR activities and processes related to regularization, various paid leaves, layoffs, retirements, resignations, and terminations, ensuring accuracy and consistent application of policy. Notifies union representatives as required.



- Coordinates with HR Information Systems facilitators to collate, review and analyse data, prepares reports in support of HR policies, programs and practices, ensuring alignment between strategic goals, operational plans and HR activities.
- Conducts investigations into allegations of employee misconduct, providing reports and advice to management as to appropriate outcomes.
- Negotiates resolutions and settlements of labour relations issues and grievances, preparing letters of settlement and memoranda of agreement and related legal documents.
- Advocates for a respectful work environment amongst all employees and advises managers with regards to strategies and good practice in employee engagement and collaborative employee relations that support the University's vision, mission, and core values.
- Performs other duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated expertise in the objectives, policies, practices, processes, and operational functions of an effective centralized human resource management department.
- Considerable knowledge of applicable employment legislation such as the Employment Standards Act, Labour Relations Code, Human Rights Act.
- Clearly evidenced experience in the interpretation, application, review and development of collective agreements.
- Excellent business communication skills, in both the written and spoken word, good business writing and reporting skills.
- Demonstrated ability to establish and develop effective working relationships with a broad range of administrators, faculty, exempt, and support staff employees, and the unions, in addition to external agencies and contacts.
- Ability to effectively communicate, and facilitate orientations, informational workshops, skills training sessions, and group discussions with managers and employees at all levels within the organization.



- Capable of being both proactive and responsive to employee and organizational situations, that require a high level of sensitivity and confidentiality, whilst maintaining consistent compliance of the University's policies and processes.
- Ability to collate, organize and analyse confidential information obtained from a range of internal/external sources, to validate thinking, substantiate decisions, and determine approach.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a post-secondary degree in Human Resources Management, or equivalent post-secondary education in a directly related field.
- Seven years recent and direct HR experience as a human resources advisor/generalist, including evidenced experience in a unionized work environment.
- An equivalent combination of education and experience may be considered.
- CPHR designation considered an asset.
- Previous exposure to an educational or public environment is highly desirable.