



EXTERNAL POSTING

1.0 FTE – Full Time Regular

Human Resources Business Partner

Parkdale Queen West Community Health Centre (PQWCHC) is a community-based non-profit health service organization with a mission to provide healthcare to people where, when, and how they need it. We're looking for people who share our commitment to clients, community, equity, and social justice.

YOUR ROLE IN OUR MISSION

We're hiring our first Human Resources Business Partner who will work hand-in-hand with leaders across the organization to build, nurture and grow engaged and impactful teams. PQWCHC has grown significantly, so the Human Resources team is building out new practices and services to support the evolving organization. You'll be a senior member of the HR team, with a high level of autonomy and opportunity to impact our people strategy going forward. You'll spend your time advising and supporting managers, leading employee experience initiatives, and monitoring workforce trends.

YOUR TEAM

The Human Resources team is focused on reducing friction for others. We streamline, simplify, and clarify people processes so that our colleagues can dedicate as much time and energy as possible to serving our community. We are outcome oriented and actively strive to take anti-oppressive and relational approaches to our work.

Because PQWCHC is a community-based organization that serves clients on-site, we work in-person from our offices in the Parkdale and Queen West neighbourhoods. We believe that sharing space with clients and colleagues helps us serve them well. The Human Resources team maintains flexible working hours; some of us work 8-4, and others work 10-6.

WHAT SUCCESS LOOKS LIKE...

...in the first month

- Become familiar with our existing collective agreements (we're proud to have ONA and UFCW members on staff)
- Meet with each team, beginning to build an understanding of their needs, constraints, cultures, and priorities
- Review existing practices for recruitment, onboarding, performance management, and other common employee lifecycle milestones.
- Review available data about organizational and industry workforce

...in the first three months

- Begin to advise and contribute hands-on support to managers on people-related matters, such as talent acquisition, hiring, performance management, conflict resolution, team dynamics, and leadership development.
- Begin leading core orientation sessions, ensuring new hires integrate smoothly into the organization's culture and operations
- In collaboration with Senior Manager and People Operations Specialist, establish and monitor indicators to track key indicators regarding organizational people practices.

...in the first six months

- Lead continuous improvement initiatives in the people operations space
- Function as the main point of contact for manager advice on complex people initiatives on their teams
- Lead at least one continuous improvement initiative within the people operations space

WHAT WE'RE LOOKING FOR IN A CANDIDATE

We know that some applicants are more likely than others to self select out when reviewing sections like this. If you're on the fence about whether you're a fit, we encourage you to apply!

Required

- Progressive HR experience, including
 - 3+ years of experience advising managers with a high degree of autonomy, good judgment, and discretion
 - Strong knowledge of Ontario employment laws, HR best practices, and HR technology systems
 - Proven experience in talent acquisition, employee relations, and organizational development
 - Experience in a unionized environment
- Exceptional interpersonal skills
 - Ability to influence without authority
 - Customer-service orientation
 - Strong collaborator with ability to both lead and follow
 - Clear communicator, in both written and verbal contexts
- Ability to think critically and analytically about complex challenges
 - Experience analyzing qualitative and quantitative data to make recommendations for action
 - Experience applying principles of anti-oppression to everyday work
 - Comfort navigating change and uncertainty

Assets, but not required

- HR certification, such as CHRP
- Experience in healthcare and/or the nonprofit sector
- Education, work, or volunteer experience in Data Analysis, Service Design, Business Administration

COMPENSATION AND BENEFITS

- Annual salary between \$79,806 and \$96,565, depending on prior experience
- HOOPP defined benefit pension plan, with employer contributions
- Immediate access to extended health care, dental, life insurance, and long-term disability benefits for you and your immediate family
- Annual performance development fund for your continued education
- Paid time off for sick, vacation, float, professional development days

HOW TO APPLY

- In the body of an email, please briefly tell us how you meet the required qualifications listed above. Send this with a resume attached to lmilito@pqwchc.ca.
- We'll start reviewing applications on September 15 and will continue to conduct interviews until the position is filled.
- If you require accommodation throughout the interview process, we invite you to let us know in your application email.
- You can expect a response confirming receipt of your application. Beyond that, we are only able to commit to responding to applicants who are invited to interview.

ADDITIONAL INFORMATION TO CONSIDER

- This is a job ad designed to help you learn about the organization, team, and role. If you'd like to see the formal job description associated with this position, please follow [this link](#).
- Employment is conditional upon full compliance with our COVID-19 immunization policy.
- PQWCHC is committed to the principles of access and equity. We strive to reflect the diversity of communities we serve, and encourage applicants who reflect this full range of identities. We do

not discriminate based on citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, or record of offences.

- All our sites are in south- mid-west Toronto, with most of our administrative spaces at 168 Bathurst St. Our sites are accessible to people who use wheelchairs, and have gender neutral washrooms.