



**TORONTO ZOO**

## **Human Resources Business Partner Job Posting**

Come and join one of GTA's Top Employer for 2022, where our Mission is connecting people, animals and the conservation of science to fight extinction! We are hoping you will consider this opportunity to work with our amazing team at your Toronto Zoo to help our organizations' culture grow and evolve.

Our Toronto Zoo is a mission-based, not-for-profit organization whose mission is connecting people, animals and conservation science to fight extinction.

We strive to have this caring culture grounded in the principles of equity, diversity and inclusion. We commit to collaborating with our teams, guests and community to reflect and celebrate the rich diversity of Toronto and Canada.

As a world class accredited zoo and part of the global conservation community we work with the World Association of Zoos and Aquariums and the International Union for the Conservation of Nature and collaborate with governmental agencies, conservation and science non-governmental organizations and corporate and academic partners to share our knowledge and learn from each other to enhance our collective impact.

Reporting to the Manager of Human Resources, the HR Business Partner (HRBP) will collaborate with stakeholders to achieve results related to the Zoo's strategic plan, to ensure we live our Four Cares -- Our Animals, Our Guests, Our People and Our Community.

As a member of the Human Resources team, you will be forward thinking and proactive and will apply appropriate HR tools and expertise to provide HR advice and hands-on support that enables high performing and productive teams. You will be a subject matter expert in one or more specialized area(s) of HR which may include Talent Management, Performance Management, Change Management, or Other.

As an HRBP you will be responsible for a client group(s) within the Zoo and your duties will include but are not limited to: HR planning, labour and employee relations, HR advising and coaching talent development, HR communications, work force planning, change management, recruitment, and employee engagement.

### **Your Impact:**

- Partners with Zoo leadership and serves as a trusted advisor to the business
- Identifies an opportunity or root cause of a problem, plans, and executes on plans that considers best practices
- Motivates and engages employees, and drives the business forward through HR cyclical programs such as performance excellence, learning and development and employee engagement

- Identifies scalable solutions to drive a more effective execution on the client groups strategy by leveraging talent more effectively

### **What responsibilities will you have in this role:**

- Builds effective working relationships with client groups, providing full scope of HR services, understanding business plans, analysing and assessing client requirements, supporting HR initiatives contributing to success of assigned groups
- Fosters positive partnerships with Zoo leadership and Zoo employees, to advise on human resources and employee-related issues
- Builds and sustains highly collaborative relationships with our Union partners
- Advises, consults, and attends meetings/mediations and or arbitrations as needed on issues related to employee and labour relations including performance management, disciplinary matters, grievances, and attendance management
- Conducts full cycle recruiting within the designated client groups
- Conducts HR related investigations, including preparing the results reports and documentation, and communicating the results as appropriate
- Identifies leading trends and best practices for human resources
- Participates in the development of the HR Strategic Plan specific to achieving the optimal employee experience
- Provides strategic support to designated client groups, utilize expertise to move the Zoo forward in initiatives related to overall Talent Management initiatives which may include Learning & Development, Strategic Talent Acquisition, Rewards & Recognition
- Continuously improving employee engagement and equity, diversity and inclusion initiatives
- Coaches and mentors in a manner that aligns with and progresses the Zoo culture and the optimal employee experience
- Fosters the development of an agile and innovative culture throughout the organization
- Ensures that legislative, regulatory, policy, and collective agreement compliance is achieved
- Coordinates activities and communications related to HR initiatives
- Supports Human Resources programs and activities, and contribute to the ongoing development of the HR Team and strategy

### **Other:**

- Plans, coordinates and participates in initiatives/programs that support wellness, culture, equity, diversity and inclusion
- Provides work direction in collaboration with the HR Manager to the HR Coordinator non-permanent employees, and co-op students
- Organizes and executes HR supported events
- Other related duties as requested

### **If You Have the Following...We Want to Hear from You!**

- Post-secondary education in Human Resources or Labour Relations, or a related field
- A minimum of five (5) years' experience in progressive, advisory, client focused Human Resources roles
- Certified Human Resources Professional (CHRL) designation an asset

- Experience working in a unionized environment
- Broad and sound knowledge of all aspects of Human Resources
- Track record of building effective relationships and partnering with stakeholders in a highly collaborative manner (Leadership, Union partners, and Employees) to assure achievement of goals
- A flexible skill set including the ability to think strategically, execute tactically and collaborate across many teams, a strong solutions focus and be comfortable working in an environment which demands strong deliverables and constant change
- Positive attitude and hands-on approach in proactively partnering with management and employees to achieve results and a high level of engagement
- Ability to organize and prioritize accountabilities to support organization needs
- Clear and effective written and oral communication skills and the ability to communicate to all levels of the organization
- An accomplished facilitator with excellent interpersonal skills that support working effectively in a multi-disciplinary environment
- Strong negotiating, reporting, and analytical skills
- Advanced proficiency in Microsoft Office Suite of products and Human Resource Information Systems
- Solid knowledge of employment and related legislation
- Ability to ensure confidentiality and discretion in all matters

**CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.**

**If interested in this position, please click on the link below and complete the instructions on the questionnaire. You will be required to submit your resume and cover letter.**

To apply click here: <https://forms.office.com/r/Vazc79JSPr>

\* Please state "Application for Human Resources Business Partner" in the subject line of your application.

**While we appreciate the interest of all applicants, only those selected for an interview will be contacted.**

**The Toronto Zoo reserves the right to close this posting at any time.**

*The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.*

*The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S persons, and women.*

**Please be advised the Toronto Zoo requires mandatory COVID-19 vaccinations for employees.**

**2021-12-15**