

HUMAN RESOURCES BUSINESS PARTNER

Human Resources Department

Location: Lac La Biche campus
Position type: Full-time term position from May 2024 to July 2025
Salary: Commensurate with education and experience

Job number: 23-HRBP-72-PC
Posting date: January 19, 2024

Closing date: We will begin reviewing resumes on February 2, 2024

ABOUT THE POSITION

Portage College has an exciting opportunity for an HR Business Partner to join the Human Resources team at the Lac La Biche campus. As an HR Business Partner, you will collaborate with department heads, faculty, and staff to drive HR initiatives that align with our organizational goals and values. This role requires a strategic mindset, excellent interpersonal skills, and a deep understanding of HR best practices within the unique context of higher education.

Some of the responsibilities include:

- Manage the full recruitment life cycle, which includes job posting, screening resumes, developing interview plans, conducting interviews, negotiating offers of employment and ensuring a positive candidate experience.
- Assist with the continuous development and improvement of the recruitment and selection process.
- Provide support on job classification and evaluation, including revising and drafting position descriptions.
- Oversee College performance management process.
- Support employees and management by providing guidance on HR policies, procedures, and conflict resolution.
- Conduct investigations and address employee relation matters in a fair and consistent manner.
- Provide guidance and support to College employees on Occupational Health and Safety matters.
- Compile HR and OHS reports and metrics.
- Ensure compliance with applicable legislations, collective agreement, and policies.

QUALIFICATIONS AND EXPERIENCE

- A degree in Human Resources or Business preferred. Applicants with a combination of other educational credentials and experience may be considered.
- A CPHR designation or ability to obtain it would be considered an asset.
- Experience in Human Resources, interviewing and OHS. Previous experience working in a post-secondary would be an asset.
- Experience working with, and interpreting, legislation, collective agreements, policies, guidelines and procedures. Knowledge of relevant employment and OHS legislation.
- Excellent communication and organizational skills.
- Cultural awareness.
- A strong problem solver and decision-maker, who can work with all levels of authority.
- Strong computer skills, especially with MS Office – Word and Excel in particular. Knowledge of social media platforms to promote vacant positions.
- Successful applicant will be required to provide a current police information check.
- Ability to travel.
- Ability to work additional or varied hours to meet the needs of the position.



ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Excluded Employment Group, you will have access to a number of benefits that include generous vacation days, participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society. If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions. The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

