



The **Downtown Community Safety Partnership (DCSP)** is a made-in-Winnipeg approach to creating a safer and more welcoming downtown through the availability of cohesive support and non-emergency response to those in the community in need of support and assistance. The DCSP is committed to being a proactive downtown presence, providing prevention and outreach focused on long-term solutions, and to delivering a continuum of care that will help to effect significant change for individuals and the entire downtown community.

HUMAN RESOURCE BUSINESS PARTNER

The Human Resource Business Partner (HRBP) will represent the Core Guiding and Service Principles of the DCSP. The HRBP will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff and applying company policies and practices.

The position requires the HRBP to be highly flexible, with the ability to respond quickly in a dynamic and changing work environment, while ensuring legislative and legal requirements are met. This position will play a fundamental role in the development of the DCSP.

KEY RESPONSIBILITIES

Human Resource Management

- Be a strategic business partner to Senior Leadership, working to determine strategic HR needs that align with the operations of the organization.
- Partner in the development of human resources strategies and initiatives aligned with the overall business strategy and goals.
- Identify organizational issues/areas of concern through analysis of general employee concerns and feedback including exit interview survey information. Work closely with Senior Leadership to provide feedback as well as recommendations for improvement.
- Report to management and provide decision support when complex, specialized, and sensitive issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Incorporate a supportive and positive teamwork mindset in execution of work.
- Provide advice and assistance to the Executive Director by keeping them informed of any issues relevant to Human Resources and operations.
- Develop and implement HR related policies and procedures, initiatives, and projects.

Employee Relations & Culture

- Develop and administer employee communications, feedback, and professional development opportunities.
- Maintain employee handbook in compliance with appropriate human resource-related legislation.
- Handle discipline and termination of employees in accordance with policy.
- Manage and investigate attendance issues as required.
- Empower employees through coaching to resolve performance management issues.
- Manage and administer the corrective action process when required.
- Handle investigation and resolution of employee issues, concerns, and conflicts.

Training

- Develop training and performance management program that ensures all employees are familiar with their job responsibilities, as well as relevant legal and safety requirements.
- Ensure training is up to date for HR related training.



Talent Acquisition/Onboarding

- Responsible for delivering all facets of recruiting successfully throughout the organization.
- Manage the entire talent acquisition process, including sourcing, testing, interviewing, hiring, and onboarding.
- Draft, maintain and manage employment contracts.
- Maintain job descriptions and ensure they are up to date.
- Play a critical role in the development of recruiting plans, employing sourcing strategies and resources, as well as develop new, creative recruiting ideas; ensuring processes and procedures are in place to meet the staffing needs of the organization.
- Provide regular reports to Senior Leadership on recruitment statuses across the organization.

Compensation & Benefits Administration

- Benefits coordination and maintenance for staff.
- Handle Workers Compensation files.
- Provide new employees with explanation of benefits and instruct them on enrollment procedures.
- Resolve employee issues with insurance providers and other benefits administrators.
- Create and update compensation strategy through market analysis.

General/Other

- Data entry, file maintenance, administrative duties, and recordkeeping.
- Support and participate in Health & Safety strategy including overall H&S compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Perform other duties as assigned.

QUALIFICATIONS

- 5+ years of HR experience.
- Bachelor's Degree in related field (Human Resources/Business/Psychology) preferred and CPHR or CPHR Candidate designation an asset.
- Enthusiastic support of the Mission, Vision, and Community Values of DCSP.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and be adept at learning and adapting to new technologies and software as required.
- Detail oriented and strong planning and organizational skills with proven ability to manage competing priorities.
- Able to demonstrate objectivity when dealing with challenging situations and changing work environments and ability to recognize personal biases and navigate effectively.
- Excellent written and verbal communication.
- Ability to work in a dynamic environment with a flexible mindset, calm under pressure and with time-sensitive deadlines. Previous experience in a start-up environment and asset.
- Ability to foster effective working relationships.
- Proven ability to maintain sensitive and highly confidential information.
- Self-starter and keen to take on new opportunities and challenges, with a passion for continued learning.

If you are passionate, compassionate, and driven to make a difference in your community, we invite you to apply to be a part of the DCSP's efforts to create a healthier, safer, and more connected downtown Winnipeg community.

To apply for this position, please email your resume and cover letter to dcsphr@dcspp.ca
by **Wednesday, June 1, 2022.**

We thank all that apply, however, only candidates selected for an interview will be contacted.

*The Downtown Community Safety Partnership is committed to Employment Equity.
Applicants should identify if they require accommodation during the competition process on a confidential basis.*