



MENNO PLACE

PEOPLE & CULTURE BUSINESS PARTNER

Permanent Full-time
MONDAY-FRIDAY, 8-4PM
SALARY RANGE: \$79,950-\$94,965

About Us

Menno Place is a leading seniors healthcare facility offering four levels of care to our community. With a team of approximately 800 dedicated employees, we strive to provide compassionate, high-quality care while fostering a culture of respect, innovation, and collaboration.

We are seeking a dynamic **People and Culture Business Partner** to join our team. This role offers an opportunity to make a meaningful impact by partnering with management and employees to enhance our workforce and organizational performance. This incumbent will be seen as an internal consultant, assisting managers on issues of performance management, discipline, leave management, selection, organizational redesign, employee interaction and other human resource matters. The incumbent liaises with other functions within Human Resources and the organization as required to complete the consultation. This role is a temporary, full-time position.

Key Responsibilities

Strategic Workforce Planning & Talent Management

- Partner with managers to assess workforce needs and develop workforce planning strategies.
- Prepare and update job descriptions for postings and ensure alignment with organizational goals.
- Recommend and implement effective talent acquisition and recruitment strategies.
- Support internal promotions and career development initiatives through need assessments and succession planning.

Employee Relations & Labour Relations

- Attend grievance meetings, prepare documentation for first-level hearings, and assist management until resolution.
- Act as an internal consultant to managers, providing advice on HR strategies, employee relations, and policy interpretation.

Compensation, Benefits, and Payroll

- Ensure annual wage increases are accurately implemented in compliance with the collective agreement.

- Verify wage rates with payroll and confirm benefits are setup for employees.

Performance Management & Training

- Assist managers with performance management processes, including coaching and development plans.
- Coordinate mandatory training programs to ensure compliance with regulatory requirements.

Health, Safety, and Data Analysis

- Collaborate with the Health and Safety Specialist to analyze safety data, identify trends, and implement corrective actions.
- Monitor HR-related Key Performance Indicators (KPIs) and prepare reports for leadership.

Organizational Development

- Foster a culture of continuous improvement by supporting managers in implementing innovative HR practices.
- Promote alignment with organizational values and competencies to lead and implement People and Culture Strategy initiatives.

Qualifications and Experience

- **Education:** Bachelor's degree in Human Resources or related field.
- **Experience:** Minimum of 5 years in Human Resources; business partner experience is an asset.
- **Knowledge:** Strong understanding of collective agreements, workforce planning, and HR best practices.
- **Professional Designation:** CPHR or equivalent designation required.

Skills and Competencies

- **Leading Self:** Demonstrates emotional intelligence, accountability, and self-awareness.
- **Engaging Others:** Builds relationships, fosters collaboration, and effectively communicates across all levels of the organization.
- **Achieving Results:** Skilled in problem-solving, data analysis, and implementing solutions aligned with organizational goals.
- **Systems Transformation:** Proactive in driving change and fostering innovation within HR practices.
- **Interpersonal Relations:** Strong interpersonal and negotiation skills, with a track record of resolving complex HR issues.
- **Technology:** Proficient in HR systems and Microsoft Office Suite.

Why Join Us?

At Menno Place, we value our team members and provide:

- A supportive and inclusive workplace.
- Opportunities for professional growth and development.
- Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (3 work-related references)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)