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**MARINE ATLANTIC**

At Marine Atlantic, we need people like you to create moments like this.

## Human Resources Business Partner

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic has an immediate opening for a **Human Resources Business Partner** to join our Human Resources team. This position is located in **Port aux Basques, NL.**

The Human Resources Business Partner (HRBP) is the primary Human Resources / Labour Relations (HR/LR) contact for managers, supervisors, staff, and union representatives, providing and/or coordinating broad strategic and operational HR/LR services that promote a productive, collaborative work environment aligned with Marine Atlantic's corporate values. The HRBP provides information and advice relating to HR policies, collective agreement administration and interpretation, performance management, and collective bargaining.

### Additional Key Areas of Responsibility

- Provides coaching and advisory services to employees and managers/supervisors regarding human resources/labour relations matters.
- Administers multiple collective agreements.
- Participates in the hiring process, including interviewing candidates.
- Provides human resources leadership and support for the administration and delivery of the attendance management program.
- Supports managers and employees with Performance Management Program.
- Provides support in conjunction with Occupation Health staff on matters related to disability management, such as workplace accommodations.
- Serves as an investigator or support for the investigation of complaints.
- Provides education and information to managers and employees on key human resources programs, policies and initiatives.
- Builds and maintains relationships with local union representatives and individual employees to avoid potential employee and labour relations concerns.
- Researches, acquires and provides data, facts and supporting material required by Legal Counsel for grievances, mediations, arbitrations and hearings.



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## **Additional Key Areas of Responsibility Continued**

- Assists in the planning and development of proposals for exchange at collective bargaining and participates in the negotiation process as required.
- Participates in business change initiatives and projects to provide support with respect to human resources matters and recommending options.
- Support various HR/LR initiatives that promote corporate values
- Actively engage staff to educate and raise awareness of various HR/LR related policies, practices, and initiatives

## **What qualifications do I need to be considered for this opportunity?**

### **Education and Experience**

Bachelor in Human Resources, Business Administration or related discipline

**AND**

3 years in a Human Resources role in a unionized environment.

**OR**

A combination of equivalent education, training, and work experience in a relevant position

### **Additional Qualifications**

- Experience in the interpretation and application of company policies, collective agreement provisions and relevant legislation.
- Experience providing coaching and advisory services to managers/supervisors on a wide array of HR/LR matters such as complaints and investigations.
- Capable of providing education and information to managers and employees on key human resources programs, policies and initiatives.
- Experience with the hiring process, including interviewing and selecting candidates.
- Experience working with an attendance management program and providing support in conjunction with Health Safety and Environment on matters related to disability management.
- Strong interpersonal, impact and influence skills with the ability to engage others effectively through a confident, collaborative and convincing style.
- Detail oriented, well organized and a demonstrated ability to function effectively with a high degree of interdependence and autonomy.
- Demonstrated ability to organize, prioritize and multi-task.
- Strong written and communication skills.
- Strong research and problem solving skills.
- Proficient use of Microsoft Office products such as Excel, Power Point and Word.

### **Asset Qualifications**

- Chartered Professional in Human Resource (CPHR) designation or progress towards obtaining CPHR designation.
- Training and/or experience in investigating procedures.
- Training and/or experience in alternate dispute resolution and interest based negotiations.



## Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

## How do I become part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 13 November 2018**.

[www.marineatlantic.ca/hiringnow](http://www.marineatlantic.ca/hiringnow)

For your application to be considered, all sections and questions must be completed.

## Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

Marine Atlantic Inc. is committed to Employment Equity, Diversity, and Inclusion and invites applications from Women, Indigenous People, Persons with Disabilities, and Visible Minorities.



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