

# Human Ressources Business Partner's



STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Human Resources departement
DIRECT SUPERVISOR	Director
LOCATION	Kuujjuaq
STARTING DATE	To be determined
POSTING END DATE	April 21 <sup>st</sup> , 2023, 5pm

Reporting to the Senior Director of Human Resources, the Human Resources Business Partner is the ambassador of the KMHB's organizational culture. A trusted partner, he or she is on the lookout for best practices in this area and establishes orientations, objectives, programs, processes, policies and tools, which he or she develops, implements and oversees. He or she optimizes the employee experience and creates improvement initiatives related to recruitment, integration, retention and performance management.

The Human Resources Business Partner plays a key role in the deployment of the KMHB's key HR programs and initiatives and works closely with managers to maximize the effectiveness of their teams.

## DUTIES AND RESPONSIBILITIES

- Communicates and promotes the vision and operational objectives of the department in collaboration with the Senior Director of Human Resources;
- Acts as a business partner and advises managers on the development, evolution and implementation of various human resources programs and policies for performance management and talent development purposes;
- Ensures the management of work accident and insurance claim files as well as employee benefits, vacation banking, floating days and sick days, etc. Manages various requests (vacation, work disruptions, employment confirmations, etc.) from employees and ensures follow-up;
- Assumes responsibility for the management of employee files and related data in the HR systems and ensures continuous updating. Performs follow-up on new employee probations, once the hours are completed, and confirms their tenure;
- Prepares various documents to support hiring, absences, terminations, etc.;
- Analyzes and resolves various relational or organizational problems with managers and employees. Implements the various resolution mechanisms and ensures the processing of the most contentious files, if any.
- Conducts analyses on aspects such as: compensation, working conditions, staffing, occupational health and safety, and work organization, to name a few;
- Sets up, reviews, and analyzes performance indicators and HR data to advise senior management and managers and provide sound recommendations and systemic improvement paths (e.g., retention, employee experience, talent management data, etc.);
- Collaborates with the broader Human Resources team to ensure implementation, effectiveness, and alignment of practices across all 14 villages;
- Ensures effective recruitment, onboarding, and integration processes for new employees to enable the organization to attract, onboard and integrate, develop and retain talent;
- Oversees and coordinates the recruitment process from attraction, selection, onboarding, and post-probation evaluation;
- Identifies needs and establishes an HR action plan to meet current and future needs.

## QUALIFICATIONS

- Undergraduate degree in human resources, industrial relations, business administration
- (A college diploma (DEC) may be considered with more years of work experience in a similar capacity)
- Member of the *Ordre des conseillers en ressources humaines agréés* (CRHA/CRIA) - an asset

**JOIN OUR TEAM!**  
**SEND YOUR RESUME TO:**  
[HR@omhkativikmhb.qc.ca](mailto:HR@omhkativikmhb.qc.ca)  
**Human Resources – KMHB**  
P.O. box 1200 - Kuujjuaq, QC J0M 1C0  
☎(819) 964-2000 Ext: 281

## EXPERIENCE AND EDUCATION

- A minimum of five (5) years experience in a similar position.
- A minimum of two (2) years managing a team.
- Understanding of strategic and operational issues to establish consistent and effective policies and processes.
- Thorough knowledge of all human resources functions.
- Strong sense of and respect for the diversity, breadth and scope of Kativik's challenges and issues.
- Knowledge of the HRIS (an asset).

## SKILLS & COMPETENCIES

- Recognised relational leadership.
- Customer and results oriented.
- Strong analytical skills.
- Team player.
- Sense of autonomy and initiative.
- Organisational and planning skills.
- Ability to influence and negotiate.
- Excellent collaboration skills and good judgment.
- Demonstrated organizational and interpersonal communication skills, both written and oral, in English and French. (Inuktitut will be considered an asset).
- Proficiency in Microsoft Office programs.

## SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, freight, airfare, cost of living differential and attractive working conditions. The minimum starting salary is \$32.39 and could be higher based on the evaluation of past experience.

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