

## HUMAN RESOURCES BUSINESS PARTNER

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

### JOB DESCRIPTION

The Human Resources Business Partner (HRBP) reports directly to the Director, Human Resources. A strategic business partner and internal advisor with assigned business units, drives initiatives that impact employee engagement, organizational effectiveness, organizational change, talent management, talent acquisition, performance, operational efficiency, and culture. As a trusted advisor, the HRBP provides coaching and counsel to managers on human resources solutions that contribute to the goals of the business unit and supports a high performing and engaged working environment.

### Core Competencies

- Critical Thinking
- Active Leadership
- Risk Management
- Problem Solving
- Planning and Organizing
- Analytical

## JOB DUTIES AND REQUIREMENTS

### Job Duties

- Proactively partners with leaders to identify and understand the strategic people issues specific to the business unit and provides advice and expertise, through new and innovative HR ideas, to develop short-term and long-term business strategies, solutions and action plans that support the achievement of current and changing needs and objectives of the business and organization
- Acts as an advisor by providing guidance and/or coaching on sensitive confidential and complex HR issues, ensuring compliance with Almag policies, Employment Standards and other regulatory employment and human rights requirements
- Maintains an awareness of emerging trends and best practices in HR and liaisons with HR peers to ensure policies and procedures stay current and market competitive
- Partners in the execution and management of a variety of programs in the areas of Talent Acquisition, Talent Development and Succession Planning, Leadership Development, Annual Goal Setting and Performance Review Process, Performance Management, Employee Engagement, Compensation, Rewards and Recognition, Organization Effectiveness and Design
- Working in collaboration with the HR Team, hires the best talent to meet current and future business needs. Coordinates and manages recruitment events and functions.
- Facilitates a variety of training, including new employee onboarding, management development programs, etc.
- Supports employee engagement efforts and enables employee feedback through a variety of sources, including employee surveys, focus groups, and employee meetings/town halls.
- Conducts investigations and resolves sensitive employee issues and complaints. Responds in accordance to established policies and procedures
- Champions change by partnering with business leaders and other internal departments to develop timely and appropriate communication and action plans
- Effectively manage employee relations practices to facilitate communication between managers and employees through standardized performance management and effective coaching
- Participate in various health and safety activities, including the Joint Occupational Health & Safety Committee, to ensure a high awareness of employee safety
- Leads and/or participates in key projects that support business goals and objectives

### Requirements

- Post-secondary degree or equivalent work experience
- CHRP or CHRL
- 5-7 years of relevant human resources experience
- Sound knowledge of all HR disciplines including recruitment, performance management, employee engagement, learning and development, talent management, compensation
- Ability to build strong and collaborative relationships across all levels and functions
- Big picture thinker who brings an innovative and creative approach
- Strong consultative, influencing, and negotiation skills
- Ability to garner trust and provide sound counsel and coaching
- Collaborative, proactive and results oriented
- Knowledge and experience of Continuous Improvement and Lean Manufacturing will be considered an advantage

- Strong presentation and group facilitation skills
- Thrives in a fast-paced environment, who can handle multiple priorities and can easily navigate ambiguity
- Advanced communication skills, verbal and written
- Prioritization and time-management skills
- Proven track record of creating, implementing and executing effective business plans
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

## **MORE ABOUT ALMAG**

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

### **Benefits ALMAG Aluminum offers their employees include:**

- Health and dental
- Life and AD&D
- Vision
- Employee Assistance Program
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities