

**TITLE: HR BUSINESS PARTNER**
**COMMON ROLE PROFILE**
**ORGANIZATIONAL CONTEXT**

The Public Service Commission provides human resources services to the Government of Alberta. It leads the development, implementation, and maintenance of policies and programs that ensure Alberta has a professional, non-partisan, diverse and inclusive public service that proudly serves Albertans. This is achieved by providing expert advice, strategic leadership, and stewardship as well as developing and delivering innovative supports and services to Alberta Public Service (APS) employees.

In alignment with the APS *One-government. One-employer. One-HR.* vision, the HR framework and business excellence services encompass an array of HR functions to foster an agile, productive and engaged APS to serve Alberta today and into the future. HR functions range from Talent Acquisition Services, Classification, Compensation and Benefits, Employee Relations to Organizational Effectiveness, Leadership and Learning, Workforce Planning and Analytics, Wellness, Health and Safety and Strategic Policy. In addition, PSC is responsible for leading a coordinated approach to APS internal communications, designing and managing the GOA Jobs Website, and promoting a consistent approach to public agency governance, recruitment and compensation.

**ROLE OVERVIEW**

Reporting to a Portfolio Director, the HR Business Partner works with a team of professionals in an assigned Portfolio Team, and provides direct strategic advisory and operational support services to department clients to help them achieve business objectives and priorities.

The position uses insight of the department's business environment to improve talent and business outcomes and applies workforce planning knowledge, data judgement, leadership skills and systems thinking to provide clients with advice and solutions to meet their business needs. The HR Business Partner leverages their knowledge of the HR system to provide clients with the appropriate HR services to address a variety of issues and needs.

As the strategic advisor to multiple levels of management within an assigned portfolio, the HRBP plays a significant role to ensure integrated HR services are provided so that the client's needs are represented and responded to in a timely manner. This may involve explaining business context and needs to Policy and Service Centres within the HR system to ensure exceptional service delivery, and through comprehensive recommendations to issues and by conducting an analysis of available options. Significant ability to build and manage relationships, creative problem solving and systems thinking is required to be successful in this role.

The position demonstrates APS values and leadership practices within the Portfolio Team and may play a support role to the Portfolio Director or a Senior HR Business Partner in leading large, complex, multifunctional department projects such as workplace assessments, workforce planning initiatives and conversations, department organizational design reviews, department committees, cross government teams, etc.

**ACCOUNTABILITIES**

- Acts as the primary point of contact with clients to provide integrated consulting services to multiple levels of management within an assigned Portfolio.
- Responds to client business needs, concerns or issues, representing their perspectives and actively referring to or partnering with the applicable Policy and Service Centres to deliver comprehensive solutions to client needs.
- Leverages networks and collaborative working relationships with partners in the Policy and Service Centres to ensure effective, timely and streamlined delivery of advice and services to meet client needs.



- With the guidance of the Portfolio Director or Senior HRBP, balances the needs of the client while maintaining the integrity of PSC policies, directives and practices.
- Leverages a sound understanding of the client's organization and business environment to improve HR programs and strategies to meet client needs.
- Correlates metrics from the Workforce Planning and Analytics Service Centre and dashboards to support client business needs and develop strategies to address concerns, trends, etc.
- Leads and/or supports organizational effectiveness plans within an assigned Portfolio, which may include workforce planning, organizational design and employee engagement initiatives.
- Implements enterprise HR programs and strategies to meet client Portfolio needs.
- May support the Portfolio Director and Senior HR Business Partner in leading the design, development, implementation, and evaluation of significant complex and multifunctional organizational effectiveness strategies, workforce planning projects and employee engagement strategies (e.g. Driver Safety Initiative, CS Recruitment and Retention Strategy, Alberta Health Workforce Plan).
- Contributes to high-level HR planning, project alignment, integration, and prioritization within the Portfolio Team.

#### **ROLE REQUIREMENTS (EDUCATION AND TECHNICAL EXPERIENCE)**

- The position requires a university degree in business, public administration or social sciences with a minimum of 2 years of progressively related experience as an HR generalist, HR Business Partner or HR specialist in several Human Resources disciplines (Talent Acquisition, Employee Relations, Job Evaluation, Organization Development and Effectiveness).
- Broad understanding of the direction, priorities and business goals of the assigned client department to align the development of appropriate workforce strategies.
- Awareness of the Public Service Commissioner's direction and priorities for Human Resources across the Government of Alberta.
- Experience in or knowledge of organizational design, workforce planning, workplace and workforce assessments, succession planning, leadership and talent development, employee engagement, recognition, and performance development and trends within the APS, public sector, across Canada and worldwide.
- Comprehensive understanding of the entire HR system, and PSC policies, directives and practices.
- General understanding of the various statistics and data available to support the analysis of the workforce and approaches to translating the evidence into strategies and actions, which prepare the client Portfolio for the future.
- Leadership of project teams, committees, and/or working groups from within the assigned client Portfolio.
- Project management and design.
- Facilitation skills and experience delivering presentations
- Consultation and stakeholder engagement.
- Cross-functional team work.
- Sound judgement and ability to manage highly confidential and sensitive issues with solid business and political acumen.
- Knowledge of the machinery of government to understand the connection between policy development, service delivery, program and strategic implementation in order to provide high quality strategic consultation.
- Effective conflict management skills to address issues within client work areas and to balance the needs of the client with the integrity of PSC policies, directives and practices.
- With general guidance from the Portfolio Director, operates with a high degree of independence, discretion, decision-making and influence, and requires excellent communication skills.

#### **BEHAVIOURAL COMPETENCIES**

- **Systems Thinking** – Understands how work contributes to achieve department goals and focuses on goals. Considers impacts of work on others and team.
- **Creative Problem Solving** – Ability to work within broad HR parameters and asks questions to get deeper understanding. Looks for ways to improve activities and find ways to solve common problems.

Career Group:

Job Class:

Job Stream:

Occ Code:

Date Updated:

Job Code:



- **Build Collaborative Environments** – Collaboration, facilitation, consultative, consensus building and conflict management abilities, and ensuring open communication to resolve complex issues.
- **Develop Networks** – Builds connections and collaborative working relationships with a range of colleagues, clients and stakeholders in the HR system to ensure effective delivery of HR programs/services.
- **Develop Self and Others** – Strong interpersonal skills and the ability to contribute to work groups and team learning effectively.