



**Job Purpose**

The Human Resources Specialist is responsible for the implementation of Human Resources (HR) related programs, activities, and strategic initiatives that reflect the business needs and priorities of EQUS. This role facilitates and supports the day-to-day HR practices of EQUS. Collaborating closely with leadership, this individual acts as a resource, supporting leadership in their supervision of staff by communicating Employment Standards obligations, sharing best practices and providing recommendations, and ensuring compliance with Human Resources policies throughout the organization.

**Duties**

- Direct and/or participate in all day-to-day HR program activities for EQUS, including policy and program management in the areas of recruitment, compensation, benefits, and performance management;
- Provide support and resources to leaders in the management of staff on an ongoing basis;
- Support the timely resolution of employee relations as they arise through investigation and collaboration with the Business Services Leader and/or CEO as required;
- Responding to drivers for change, using sound project management skills, implement new programs and initiatives with senior leadership buy-in, communicating changes to all employees and ensuring impact is understood;
- Define and deliver a mix of proactive HR-related communications (email, intranet, webinar, etc.), designed to ensure that employees have access to important information and feel connected to the organization;
- Oversee all aspects of compensation, including performance support processes, salary administration, incentive plans, market and salary surveys, and participate in annual business strategy planning process;
- Coordinate the development of and direct the achievement of organizational and department goals and objectives in consultation with the Business Services Group Leader;
- Develop and monitor the Human Resources budget to ensure efficient utilization of resources;
- Maintain employee records, adhering to the utmost standards of confidentiality.

**Review and Approval of Work**

This position reports directly to the Business Services Group Leader.

**Job Requirements and Qualifications**

- Demonstrated commitment to maintaining a high degree of confidentiality;
- Action-oriented and a keen sense of urgency;
- Ability to analyze organizational and human behaviour trends;
- Ability to interpret, analyze and apply employment standards and other relevant legislation related to the human resources function;
- Self-confident, professionally tactful and discerning;
- Ability to independently prioritize and manage multiple demands;
- Ability to project management HR projects and programs including investigations, recognition programs, development programs, position and structure review initiatives etc.;
- Effective communication skills to network, present, and explain new concepts and ideas, complimented by the ability to build strong linkages with team members, external and internal stakeholders using various modes of communication;
- Demonstrated interpersonal skills including negotiation and facilitation proficiencies;
- Possesses strong computer skills (Microsoft Office suite and Visio).

## Education and Experience

- Certificate, diploma, or degree specializing in the field of Human Resources;
- At least five years of experience working in the Human Resources field;
- Coaching certification and experience would be considered an asset.

## Compensation

EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

## Power up your career by joining the EQUS team!

Submit your application to [HR@EQUS.CA](mailto:HR@EQUS.CA)



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

**EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.**