

Talent Partner, Canada

Role Summary

We're looking for a Talent Partner (HR Business Partner) to enable expansion of our team members in Canada, and to add experience and new ideas to our global organization. In this newly created position, you will provide direct HR support to the region's team members and leadership, administer all essential HR functions for Canada, and work with our global Talent Team to help us evolve our employer brand and mature our talent management practices, processes and systems.

We're looking for a candidate that is passionate about all areas of the talent lifecycle and solving the talent management challenges and opportunities associated with accelerating business growth. This role necessitates both strategic and operational thinking, with an initial focus on creating the partnerships, systems, and structure for being the region's first HR leader. In addition to driving all HR operations for Canada, you will have an opportunity to expand your business partnering skills to other regions and participate in global talent initiatives. This role reports into the VP, Talent (corporate) and indirectly into the President, Canada, and is both a member of the corporate talent and regional leadership teams.

Responsibilities

Talent Partnering responsibilities for the region include:

- **Talent Acquisition & Onboarding:** Work with hiring managers to define clear role profiles and postings. Source and recruit talent into our functions, working with external sourcing partners and recruiting platforms. Implement regional onboarding activities aligned with Prosci approach.
- **Employee Relations:** Manage and resolve complex workplace and employee relations matters, acting as an advocate for Prosci values and behaviors.
- **Compensation and Benefits Administration:** Administer HRIS tools and process in region and partner closely with Finance team to design and administer compensation and benefits (wellness, financial, etc.).
- **Performance and Compensation Process Management:** Enable continuous performance conversations, providing coaching to managers and teams to increase engagement and effectiveness. Guide annual processes and ensure accuracy for merit, promotion, and bonus planning.
- **HRIS, Data & Reporting:** Manage our Canadian application of ADP and Celergo, and continually evaluate and refine the overall operational effectiveness of our talent information systems, processes, controls, records, and tools. Ensure data quality and enable accurate reporting capabilities. Develop and maintain regional talent dashboards, working with regional leadership and the Talent Team to identify and implement meaningful metrics.
- **Policies & Compliance Management:** Draft and implement regional policies and practices that are both legally compliant and congruent with Prosci culture, values, and centrally driven talent practices. Ensure compliance with HR-related laws and regulations, staying current with employment legislation.
- **Communication & Coaching:** Serve as a trusted advisor to the Canadian leadership team on development, employee experience, talent management, and organizational effectiveness. Coach managers and leaders to facilitate organizational change and create an inclusive environment.
- **Organization Development:** Use data from talent planning process, engagement surveys, and people analytics to identify where change is needed and develop interventions to improve regional or team-specific performance.
- **Talent Development:** Lead onboarding within the region, develop cohort and individual leadership development solutions where needed.

Global talent management and employee experience program responsibilities include:

- Support the implementation of global talent programs within the region, including DEI capability, global career architecture, people and organizational planning, and improvements to our performance/development process.
- Provide direct support to other business units and regions (e.g., Australia) to help develop and/or implement programs that address employee experience gaps defined by our bi-annual employee engagement survey and pulse checks.
- Lead efforts, in collaboration with our VP, Talent, to further define and strengthen our employer brand by way of participating in external benchmarking, increasing our online presence, and co-creating new programs with our employees.

Skills and Experience

Based on this role's responsibilities, we require applicants with the following:

- 5+ years of demonstrated experience and knowledge across multiple HR areas including but not limited to benefits, recruiting, employee relations, compensation, employment laws and regulations
- Experience developing and administering talent management processes and programs
- Ability to work independently as the HR leader in the region, with high collaboration across the talent team to ensuring global talent strategy, principles, practices, standards, and programs are aligned
- Commitment to excellence and high level of integrity; ability to exercise strict confidentiality and sound judgement
- Excellent communication, coaching, and collaboration skills
- Strong client-service focus and ability to build and manage relationships across different levels and functions
- Excellent data analysis, critical thinking, and problem-solving skills
- Familiarity managing a distributed and hybrid workforce, and utilization of external contractors
- Proficiency in Office 365 suite
- Bachelor's degree in related field, or equivalent experience

Preferred qualifications include:

- Self-directed and able to balance multiple time-sensitive deliverables and effectively prioritize
- Experience working within ADP HRIS platform and Celergo payroll (or similar large platforms)
- Experienced in facilitation, project and change management
- Experience in process design, continuous improvement methodologies and tools
- Program and change leadership, able to lead implementation of key talent initiatives
- Business acumen, with a keen understanding of how to translate business strategy into people practices
- Industry experience within professional services (e.g., training, consulting)
- Prosci certified, and any additional HR discipline certifications

Prosci is an equal opportunity employer that is committed to inclusion and diversity. We encourage qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, age, disability, veteran status, or any other legally protected characteristics to apply for employment.

Work Location and Travel Requirements

Preferred location for this role is based in our Prosci office in Halifax, Nova Scotia with flexibility for hybrid work (post-pandemic). This position requires very limited travel, estimated to be less than 10%.

