

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000893
Position/Classification Title:	Associate HR Business Partner
Pay Grade:	EC 07
Add-On Eligibility:	True
Standardized:	No
Inactive	No
Date Last Evaluated:	1/16/2020

JOB INFORMATION

Job/Working Title:	Associate HR Business Partner
Department:	Public Service Commission
Division/Section:	Client Service Delivery
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

The PSC is a modern client-centric human resources organization within the Nova Scotia Public Service supporting government departments, agencies, boards, commissions and employees as they deliver programs and services to Nova Scotians. We are committed to be the change for a more engaged and inclusive public service. Our work culture is one of collaboration, flexibility, partnership and continuous improvement.

The Associate HR Business Partner (AHRBP) administers HR policy, procedures and processes under the guidance of seasoned HR professionals. The AHRBP builds strong relationships and works collaboratively with subject matter experts across the Public Service Commission. Key areas of focus for this position include consulting, compiling reports and analyzing data, and recommending solutions that comply with HR policy, legislation and collective agreements.

KEY RESPONSIBILITIES

Supports one or more HR Business Partners with their client groups. Typically, the Associate HRBP will work independently on routine tasks and seek guidance for more complex issues. Acts to make things better for the client. Works with PSC colleagues to offer innovative/customized solutions for the client.

Investigates issues by reviewing past practices, collective agreements, and policies, and develops options for the client. Provides advice and guidance based on a broad range of human resources programs and services. Participates in HR projects and delivers required outcomes by working within an established project plan.

Gathers information and provides data analysis using standard and specialized tools, methods and formats. Navigates a wide variety of existing processes, procedures and precedents to interpret data and identify possible answers. Develops options for the client based on the analysis and may implement recommendations in collaboration with the client and more senior HR professionals.

Develops personal capabilities by using existing formal and informal training opportunities, while also coaching others as required. May provide specialized training or coaching to others throughout the organization.

May participate in developing policies, and/or creating underlying procedures. Ensures clients are aware of policy and procedure changes and helps with implementation.

Uses clear and effective written and verbal communication skills when expressing ideas, requesting actions and formulating plans or policies. Uses tact and diplomacy in all communications and articulates thoughts in a clear, concise and compelling manner.

Takes the initiative to generate reports, scheduled and ad hoc, and provides analysis and recommendations to the HRBP. Goes beyond routine reporting by customizing the data collection, analysis and recommendations to the clients' needs. Analyzes trends to help guide decision making.

Interprets and applies knowledge of laws, regulations, collective agreements, and policies in area of expertise.

Knows when to collaborate with subject matter experts in other parts of the organization.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	<p>HR Business Partners, Subject Matter Experts across the PSC, Department Management teams, and Employees</p> <p>The Associate HR Business Partner works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem or opportunity.</p> <p>Identifies and meets the needs of internal and external clients, being continually focused on outcomes. Customizes solutions; for example, recommending or adapting products, services or solutions to address the client's real needs.</p>
Innovation:	<p>The Associate HRBP responds to differences and changes in context, taking a flexible approach to reach business outcomes. Specifically, acts flexibly in the moment; for example, altering his/her behavior to fit the situation or get the job done.</p> <p>Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Sees multiple relationships, patterns or trends; for example, identifying several likely causes or consequences of a situation or spotting recurring problems.</p> <p>Exhibits a desire to know more and seeks information to inform decisions. Establishes the facts by digging deeper, asking probing questions and challenging first responses.</p>
Decision Making:	<p>The Associate HRBP provides technical advice and guidance on interpreting and applying knowledge of laws, regulations, collective agreements and policies. Uses the support of more senior HR professionals if needed, but has the autonomy to make own decisions.</p> <p>Requires guidance in more complex issues, such as organizational changes and workforce planning.</p> <p>Has confidence in own opinions and capabilities. Speaks positively to peers or clients about initiatives or programs. Ensures people are properly informed by speaking up to clarify inaccurate information.</p>
Impact of Results:	<p>The Associate HRBP manages, tracks and attends to multiple pieces of information, bringing order and clarity. May monitor others' work; for example, checking to ensure that procedures are followed.</p>

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	<p>This Job Reports to:</p> <p>Client Service Director</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable)</p> <p>N/A</p>	

LICENSES/CERTIFICATIONS

Data From Conversion:	1. Must have University (first degree) in a related field or acceptable equivalent. An HR Certificate would be an asset. Job related experience would be an asset.
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WORKING CONDITIONS

Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time of spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety at easy muscle movements

Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
Data From Conversion:	<p>A Physical Environment</p> <p>Works in a comfortable office environment but may travel to work sites around the Province. Mostly sedentary, office-based work</p> <p>B Physical Effort</p> <p>Sits in a comfortable position with frequent opportunity to move about. May drive for long periods of time if traveling to work sites</p> <p>C Sensory Attention</p> <p>A significant amount of reading, observing, and active listening is required. Spends the majority of time problem solving and anticipating issues. Insufficient attention or misunderstood information can affect the quality and type of advice given which could impact the outcome.</p> <p>D Mental Pressures</p> <p>Must have exceptional consulting skills to be able to ask the right questions and to help identify the issues and the appropriate course of action.</p>