



Human Resources Business Partner

REPORTS TO: Director, People & Culture
STATUS: Permanent, full-time (35 hours/week) Non-unionized
HIRING RANGE: \$76,125.00 - \$84,313 per year
LOCATION: 1300 Yonge Street, Toronto, ON - Hybrid

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with testing programs and clinics, AIDS service and other community-based organizations, and policy and system leaders within and beyond the health sector to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Human Resources Business Partner will play a critical role in fostering a positive, respectful, and legally compliant workplace, with primary responsibility for employee and labour relations, investigations, workplace conflict resolution, and support for compensation, job evaluation, and policy development.

The successful candidate will be a trusted advisor to leaders and staff, with demonstrated experience in a unionized environment, and will also support recruitment, training, workforce planning, and engagement.

Employee & Labour Relations:

- Provide guidance to managers and staff on the interpretation and application of the collective agreement, policies, and employment legislation.
- Build and maintain constructive relationships with the union and support resolution of workplace issues through dialogue and collaborative problem-solving.
- Support investigations into complaints related to workplace harassment, discrimination, and misconduct, ensuring fairness, consistency, and compliance with legislation and policy.
- Support grievance handling and participate in meetings with union representatives, ensuring thorough documentation and adherence to process.
- Provide coaching to employees and managers on conflict management and effective workplace practices.

Job Evaluation & Compensation:

- Support the job evaluation process, ensuring consistency, equity, and compliance with the collective agreement.
- Provide advice on compensation, salary reviews, pay equity, and market benchmarking.
- Assist with workforce planning and organizational design to align people structures with strategic priorities.

Policy & Compliance

- Review, update, and develop HR policies and procedures, ensuring alignment with legislation, best practices, and the collective agreement.
- Ensure compliance with employment, occupational health and safety, and human rights legislation.
- Support workplace training on harassment prevention, respectful workplace, and employment standards.

Attendance, Accommodation & Wellness

- Coordinate workplace accommodation requests in compliance with the Ontario Human Rights Code, the Occupational Health and Safety Act, and applicable policies.
- Support the administration of short-term and long-term disability and return-to-work programs, working with employees, managers, union representatives, and external providers.

Broader HR Support

- Own full cycle onboarding and offboarding, including offer and exit documentation, Dayforce set-up, benefits and pension enrolment, probationary tracking, and exit interviews.
- Plan and deliver new hire orientation sessions and keep orientation materials and checklists current.
- Provide support across recruitment, engagement, and performance management as needed.
- Collaborate with the HR team and act as a culture champion, supporting initiatives that strengthen staff well-being, engagement, and retention.
- Supports the integration of Diversity, Equity, Inclusion, and Accessibility (DEIA) principles in HR policies, procedures, and practices.
- Maintain accurate HR records in Dayforce, including employee data, benefits, and pension inputs, with regular audits and reconciliations to ensure data integrity.
- Prepare and maintain HR trackers and reports in Excel to support reporting and decision-making.
- Respond to employee inquiries and maintain organized, accurate HR files and documentation.

Other Duties

- Other additional and/or alternative duties as assigned

WORKING REQUIREMENTS

- Work in-office a minimum of three (3) days per week (hybrid)
- Flexibility to work some evenings and weekends, particularly around major events and conferences.

ABOUT YOU

Must-have requirements. Applications that do not clearly demonstrate all of the following will not be advanced:

- Hands-on, recent experience working directly in Dayforce, including employee lifecycle transactions, reporting, and dashboards. This is a day one requirement, not something to be learned on the job.
- Advanced Excel skills for tracking, reconciliation, and data accuracy.

- Demonstrated experience owning full cycle onboarding and offboarding, and personally delivering new hire orientation sessions.
- Strong attention to detail with high accuracy in documentation and recordkeeping.
- Minimum of 5 years of progressive HR experience, with at least 3 years in a unionized environment and a solid understanding of HR processes under a collective agreement.

Additional requirements:

- Post-secondary education in Human Resources Management (diploma/degree) or equivalent combination of education and experience.
- CHRP designation (or working towards) preferred.
- Demonstrated experience in employee and labour relations, including grievance handling, collective agreement interpretation, and collaboration with unions.
- Ability to maintain confidentiality; mediation and conflict resolution experience required.
- Knowledge of job evaluation systems, compensation frameworks, and pay equity principles.
- Proven experience in conducting investigations and harassment prevention methodologies.
- Strong verbal and written communication skills, with demonstrated ability to build relationships and collaborate effectively across all functions and levels.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use the “2026.15 - Human Resources Business Partner” as the subject line
- Your cover letter and resume should be attached as a single PDF file
- In your cover letter, briefly describe your hands-on Dayforce experience, your Excel work, and the onboarding and orientation programs you have run.
- Shortlisted candidates will complete a brief (30 minute) practical Excel and Dayforce assessment as part of the selection process.

Applications will be reviewed on a rolling basis and early applications are encouraged. The deadline to apply is Sunday, September 27th, 2026.

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. Artificial intelligence may be used in the screening of applications.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.