

## TALENT MANAGEMENT PARTNER

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

Beyond supporting the dynamic day-to-day HR operations at Elexicon, this role will help to design, develop, integrate, and maintain people-related initiatives that drives Elexicon's strategy, vision, and mission.

The successful candidate will display a track record that mirrors Elexicon Energy's values of safety, kinship, responsiveness, competence, and mindfulness; and will espouse our motto of "response-ability" in their approach to work.

This position initially reports to the Manager, People & Culture at the Ajax location and is responsible for the daily activities as follows:

### DUTIES AND RESPONSIBILITIES

- + Work as part of a cross-functional People & Culture team, providing strategic support and direction on various HR, talent management, compensation, and organizational development programs including:
  - o Full Lifecycle Recruitment and Retention
  - o Competency Framework and Skills Gap Analysis
  - o Leadership and Employee Development
  - o Knowledge Management
  - o Succession Planning
  - o Compensation and Pay Structure Planning
- + Partner with business leaders to understand their needs, anticipate program requirements, and develop solutions to ensure that business needs and challenges are addressed
- + Conduct analysis to ensure sustainability and competitiveness of Elexicon's various HR programs and initiatives, including talent management and compensation programs and make recommendations for change and/or improvement
- + Use HRMS, talent management, and compensation system expertise to ensure maintenance and integrity of HR information and to provide metrics and analytics on various programs
- + Develops and conducts training to managers, supervisors, and employees to build competence and awareness on a variety of topics, initiatives, and programs

- + Provide advice, recommendations, coaching, and assistance to the business to ensure compliance and understanding of company and legislated policies, programs, procedures and standards
- + Utilize technology and web applications to create compelling communications, presentations, and program materials
- + Actively assist business leaders with methods to promote and reinforce behaviours to support continuous improvement
- + Develops and maintains collaborative and effective working relationships with team members and all stakeholders
- + Build relationships and liaise with external organizations and partners to support programs and initiatives
- + Participates on various committees/teams supporting the goals and objectives of Elexicon
- + HR administration, including OMERs pension
- + Other duties as assigned.

## KEY SKILLS & QUALIFICATIONS

- + Thorough knowledge and understanding of relevant legislation, as well as Human Resources trends and issues
- + Demonstrated experience and knowledge of HR management, recruiting, talent management, compensation programs, organization design and development; including associated legislation, policies, procedures and HR best practices
- + HRMS, talent management, and compensation system applications
- + Experience with core competency frameworks and providing support and guidance with respect to skill gap analysis, training and development
- + Very strong written and verbal communication, facilitation, presentation, consulting and coaching skills
- + Strong facilitation, negotiation, consultation, education, influencing, and presentation skill to ensure buy-in and commitment for talent programs from the business and our employees
- + Sound critical thinking, demonstrated experience in building and executing strategies and providing overall change consultation and direction to the business and leadership
- + Proven track record on delivering results, and the ability to work in a fast-paced changing environment while effectively managing and adapting to multiple changing priorities
- + Exceptional project management, organizational, and decision making skills to execute time-sensitive deliverables and effectively manage several projects simultaneously, adapt to changing priorities, and delivering results in a fast-paced environment
- + Pragmatic problem solving skills, sound judgement, critical thinking and decision-making skills
- + Demonstrated business literacy and consulting skills

- + Proven ability to build and maintain positive and collaborative working relationships at all levels within an organization
- + Exhibits uncompromising integrity and commitment to upholding corporate values
- + Ability to travel to off-site locations in a timely and efficient manner, as required

## MINIMUM REQUIREMENTS

- + University Degree with a specialization in Human Resources, Talent Management, or Organizational Development
- + Minimum of five years of progressive Human Resources experience
- + Experience with Compensation systems and strategy is preferred
- + Certified Human Resources designation is an asset
- + Human Resources experience in a unionized work environment is an asset.

Interested and qualified applicants are encouraged to submit their resume to: [hr@elexiconenergy.com](mailto:hr@elexiconenergy.com) by **April 22, 2021**. Please quote position title that you are applying for in the subject line of your email.

Applicants please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.