

**Job Description****Human Resource Business Partner (HRBP)**

Requisition No: 00623
Posting Start Date: 11-05-2025
Posting End Date: 11-20-2025
Region: Winnipeg
Full Time: Yes
Permanent: Yes
Location: Notre Dame Campus
Expected Hires: 1

**About US**

RRC Polytech is Manitoba's largest institute of applied learning and research, with more than 150 full- and part-time degrees, diploma and certificate options. Through hands-on and online learning opportunities and state-of-the-art instruction, we prepare our students to become leaders in their fields – while also ensuring they can meet changing industry demands and contribute to the province's economic growth.

Accessibility and Accommodations

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact humanresources@rrc.ca.

Human Resource Business Partner (HRBP)

Human Resource Services

POSITION TYPE: 1 Full-Time Position Available

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB) Hybrid**

EMPLOYEE GROUP: Excluded non-management

**** RRC Polytech reserves the right to modify work arrangements in alignment with operational and organizational needs.**

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. First consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. First consideration will also be given to internal applicants. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Employment support is available to candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) seeking employment at Red River College Polytechnic. For guidance on the application process, interview preparation, or to discuss accommodation needs, applicants are invited to contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

TALENT POOL: This competition may be used to establish a 6-month talent pool of qualified candidates for future vacancies. Even if you do not meet all of the listed qualifications, we encourage you to apply.

ABOUT THE TEAM: The Human Resource Services team is a collaborative business partner to leaders and staff across RRC Polytech. We deliver strategic and operational human resource services support in the areas of advisory services, talent acquisition, labour and employee relations, total compensation, employee experience and equity, diversity, inclusion and accessibility. Guided by the College's In Front of What's Ahead, we strive to create a workplace where every employee feels supported, valued, and empowered to succeed.

WHAT YOU WILL DO

The Human Resource Business Partner (HRBP) serves as a strategic advisor and consultant to College Leaders, providing expert guidance in various human resource disciplines including but not limited to workforce planning, talent management, employee engagement, and organizational change while considering how the processes may impact employee & labour relations, classification, and supportive employment process. The HRBP is the primary liaison for strategic planning of HR initiatives/programs/processes across the College.

WHAT YOU WILL BRING

- Diploma or degree in Human Resource Management, or an equivalent combination of education and experience
- Significant progressive experience in a Human Resource professional role providing advisory services
- Experience providing consultation and strategic advice on organizational development processes, workforce planning, human resource processes, policies and procedures
- Comprehensive understanding of HR practices, policies, and employment law
- Knowledge of legislation, policies and procedures related to human resource and labour relations issues
- Extensive client services skills, including the ability to build strong relationships and trust in order to influence and support strategic outcomes
- Ability to provide strategic Human Resource advice to support and execute large scale initiatives
- Excellent written and verbal communications skills, including the ability to write proposals, conduct presentations and make recommendations across all levels of the organization
- Demonstrated ability to think strategically and persuade positive outcomes and decision making from a position of influence without authority
- Strong organizational, analytical, problem solving and decision-making skills
- Thorough knowledge of the collective agreement, legislation and policies to ensure all planning is done in accordance with requirements
- High level of emotional intelligence to navigate sensitive situations, conversations, build buy-in and strengthen trust and relationships
- Experience managing projects and demonstrate a high level of organizational and time management skills with the ability to shift priorities when required
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- CPHR designation

WHY WORK WITH US

At RRC Polytech, we believe our people are our greatest assets. We offer supportive, inclusive workplace where you can grow, contribute and thrive.

- Salary Range for this position: \$87,201 – \$116,737 per annum
- Generous paid vacation: Minimum 15 days, increasing to 30 days with service, plus college closure from December 24th (noon) to January 2nd
- Defined pension benefits plan: Employer and Employee contributions to future retirement benefit
- Comprehensive benefits: Including Health and Group Life insurance, Long Term Disability, employee & family assistance program, mental health support up to \$1,000, and a robust Health Care Spending Account
- Inclusive Leave Programs: Wellness, maternity, adoptive, and parental leave, as well as ceremonial, cultural, religious and spiritual leave
- Growth and Recognition: Professional development, professional licensing and fees coverage, and severance pay on retirement

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

Please note that applicants internal to Red River College Polytechnic are encouraged to inform their manager and must apply through My Portal on HRIS Unlimited.

LAND ACKNOWLEDGEMENTS

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

 RRC Polytech Footer