
Human Resources Generalist – Change Management & HR transformation

Jarislowsky, Fraser Limited is an investment management firm with over 60 years of experience conducting fundamental research and managing assets for pension funds, foundations and endowments, corporations and individuals in Canada and internationally — representing more than CA\$56 billion in assets under management. Our history and culture are rooted in investment stewardship that is expressed through an adherence to quality investing consistent with our long-standing investment philosophy and the advancement of good governance and sustainable investing. Acting in the best interests of our clients is the cornerstone of everything we do. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

Location Montreal

Purpose

The Human Resources Business Partner, contributes and coordinates the HR efforts for Jarislowsky Fraser Limited's portfolio to align HR practices and policies with business objectives. You will participate to the Business Human Resources activities ensuring plans, projects and initiatives are executed / delivered in compliance with governing regulations, internal policies and procedures.

The duties includes recruitment and onboarding, compensation, benefits & RRSP, employee relations, performance management, mandatory trainings, diversity and inclusion, immigration, health and safety, HRIS & payroll. A hands-on, operational role, to build and leverage on existing initiatives. Additionally, the incumbent will assist and participate in the communication, management, and implementation of Corporate HR programs, policies, practices and processes development and implementation, helping develop initiatives, change management, projects and integration processes and special initiatives are executed effectively and efficiently.

Responsible for the coordination and completion of projects within the HR department. Oversees all aspects of projects; help sets deadlines and expectation, work to get things done, and summarizes progress of project. Builds and maintains working relationships with team members, and other departments involved in the projects. You will find an environment that is both entrepreneurial and collaborative.

Responsibilities

- Champions a customer focused culture to deepen client relationships and leverage broader firm's relationships, systems and knowledge.
- Proactively contributes to the transformation of the HR operating model, with the aim of creating a integrated function that is scalable, flexible, and efficient. This role will help successfully managing and sustaining people, process and/or technology change.
- Participate in the implementation of HR programs, policies and projects with the client group, providing input on design and implementation as required, to ensure programs meet client needs. Partner with team members to respond to specific project requests including data analysis and the development of presentation and communication materials as required. Assist in the implementation and updating of programs required by applicable provincial legislation.
- Operationally helps successfully deliver according to projects budget and timeline. Value and model excellent client service by establishing goals and implementation plans to achieve a high quality deliverables and within expected timeframes. Is able to monitor progress, manage risk and confirm key stakeholders are kept informed about progress and expected outcomes. Develop and maintain productive relationships with client management. Focus on deliverables and client business priorities. Manage expectations of service. Understands the client's industry and recognize key performance drivers and business trends.
- Contribute to the reporting and tracking of metrics and HR indicators. Create tools to facilitate and optimize HR efficiency.
- Provide support on programs and operational initiatives to ensure the programs meet the needs of the supporting business lines and are leveraged for maximum impact.
- In conjunction with the HR team, provide support on cyclical HR programs, calendar & events ensuring consistencies across all business lines.
- Provide support on business line strategies and objectives to develop and implement learning & development and change-management related talent management strategies in partnership with the management team. Develop and execute a meaningful employee development plan.
- Able to project-manage all aspects including needs analysis, design, development, communication, implementation, on-going management and evaluation. The incumbent is expected to manage multiple projects to available resources without comprising deliverables or timelines.
- Understand how the firm's risk appetite and risk culture should be considered in day-to-day activities and decisions.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with firm's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Champions a high performance environment and contributes to an inclusive work environment.

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Reporting Relationships

Primary Manager:	Associate-Director, Human Resources
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Dimensions

- Can support multiple large size projects
- Deal with all levels of management within the organization
- Establish and maintain a positive and trustable work environment
- Support the four (4) offices of the firm (Montreal, Toronto, Calgary, Vancouver)

Education / Experience / Other Information

- Bachelor degree in Human Resources or in Industrial Relations
- Hold the CHRP designation issued by the Ordre des conseillers en RH/RI du Québec, or other HR designation
- Minimum seven (7) years of experience in HR
- Experience in the financial industry, an important asset
- Project Management Professional (PMP) an asset
- Project management/integration experience
- Strong analytical and problem solving skills
- High level of motivation and a self-starting attitude
- Hands-on, operational enthusiast
- Ability to think outside of the box, thrive on new challenges
- Effective organization and time management skills
- Ability to work under pressure and adhere to project deadlines
- A high degree of flexibility required to adapt to multiple and competing priorities
- Strong work ethics
- Sense of organization, autonomy, diplomacy and initiative
- Team spirit, dynamism and interpersonal skills
- Excellent communication skills, both oral and written, in both French and English.
- Attention to details
- Knowledge of the Microsoft Office suite (Word, Excel, PowerPoint, Outlook, MS Project).
- Keep up to date on human resources trends and best practices
- Proven ability to communicate effectively with colleagues and candidates
- Demonstrated expertise in behavioural interviewing techniques
- Demonstrated ability to connect big picture to team and individual contributions.
- Demonstrated coaching mindset, and ability to help move team members forward to meet both individual and team goals, as required
- Proven ability to act as a HR/talent advisor and participating in hire decision, as required
- Demonstrated willingness to tackle challenges, asking questions to assess talent needs, listening for opportunities to add value

Working Conditions

- Permanent position – full time
- Work in a standard office-based environment; currently working from home
- No travel required