



DATE: May 8, 2017

**GLOBAL POSITION PROFILE: Line Human Resources Generalist, Senior - Eastern Canada Region; Human Resources CC02, SG06**

REPORTING TO: Elizabeth Gauld, V-P of Human Resources

LOCATION: Pointe-Claire, QC

**JOB SUMMARY:** Leads Human Resources business processes for a moderately complex organization or multiple Functions. Responsible for the improvement, deployment and effectiveness of a broad range of Human Resources processes across the business or functional organization. Ensures compliance with legislative requirements and adherence with human resources policies and processes. Partners with managers and employees to resolve issues and concerns.

**KEY RESPONSIBILITIES:**

- Provides staffing and recruiting support, evaluates structure, job design and headcount forecasting, and other people data analysis; implements tactics to select and maintain a diverse workforce.
- Resolves conflicts and provides coaching and counseling on Human Resources matters for individuals or groups within a defined organization or function.
- Leads performance management activities, including employee development planning.
- Ensures the accuracy and completeness of workforce information in Human Resources Information Systems.
- Facilitates compensation process and benefits administration by partnering with Shared Services and Corporate Human Resources; develops and implements workforce compensation recommendations.
- Conducts and documents investigations for business areas or corporate functional areas.
- Manages administration of and adherence to human resources policies and procedures;
- Advises organizational and functional leadership on compliance with key legislative requirements.
- Leads training needs assessments and participates in training activities and special projects.
- Participates in initiatives to improve the overall effectiveness of human resources processes; leads specific improvement initiatives.
- Creates employment contracts as required by local law or practice.
- Takes part in union contract negotiations.
- Coaches and mentors less experienced Human Resources Generalists.

**QUALIFICATIONS & COMPETENCIES**

**SKILLS:**

- Fluently bilingual in French & English – written and spoken.
- Benefits Design & Administration – Has a good understanding of benefits programs including the design, cost structure, and experience answering employee questions.
- Compensation Administration – Possesses a good understanding of pay structures and systems and how to apply that knowledge when making pay decisions. Determines job levels and slots jobs within those levels. Understands the impact of pay decisions on internal equity and external competitiveness.
- Conducting an Investigation – Experience in professionally conducting investigatory interviews, documenting the process, findings and conclusions, analyzing and interpreting data and making recommendations for a solution.

- Diversity Management – Has a thorough understanding of the spectrum of diversity as it is practiced in the organization. Has experience in implementing and administering policies related to diversity.
- Employment Law – Has a good understanding of employment laws that frequently impact the workplace. Has experience making appropriate decisions and consultation with an expert in the field.
- Human Resources Data Management – Understands Human Resources information requirements.
- Able to perform data quality reviews and take corrective actions to ensure data completeness and accuracy. Has a full understanding of information confidentiality requirements.
- Labor and Employee Relations – Understands the impact of employee relations on employee effectiveness. Able to implement programs and tools that influence a positive organizational culture.
- Performance Management – Has a good understanding of organizational values and goals, translates them into performance standards and applies and leads others through this process.
- Labor Law – Possesses a good understanding of laws and practices affecting the relationship between labor and management.
- Staffing – Has a solid understanding of existing selection tools and effectively demonstrates the use of these tools in the staffing process.
- Communication – Is able to effectively and clearly communicate in both written and verbal means.

#### EDUCATION, LICENSES, CERTIFICATIONS:

- College, university, or equivalent degree in Human Resources, Business, or related field required.
- CHRP designation is an asset

#### EXPERIENCE:

- Intermediate level of relevant work experience required.

*An external search is being conducted simultaneously. If you have any questions or are interested in the above position please contact Francoise Kifumbi at [francoise.kifumbi@cummins.com](mailto:francoise.kifumbi@cummins.com) before May 15, 2017*

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