

**Yukon University  
Statement of Qualifications  
Business Partner**

Department: Human Resource Services  
Position Title: Business Partner  
Location: Whitehorse  
Date: October 2023

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Essential Qualifications (assessed in screening process)

Education and Training: Relevant Post-secondary education with specific coursework in Human Resource Management (Bachelor level degree preferred)

Demonstrated Abilities: Progressive experience as a Human Resources professional  
Established track record in recruitment and retention initiatives  
Demonstrated experience with labour relations

Desirables: Experience in a unionized environment  
Knowledge of the Post Secondary environment  
Interest in participating in the growth and development of human resources in a University context  
Charter Professional in Human Resources (CPHR)  
General knowledge of payroll principles and practices

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Related qualifications (factors assessed through interview, etc.)

Knowledge:

1. Knowledge of Human Resource Management principles and practices, with a strong focus on recruitment
2. Knowledge of process and policy development
3. Knowledge of Labour relations and applicable legislation
4. Knowledge of pay and benefits procedures and practices
5. Knowledge of job and organizational design
6. Knowledge of leadership and performance practices
7. Knowledge of benefits and pension administration

Abilities:

1. Provide coaching, assistance, and guidance to managers and employees
2. Establish and maintain effective working relationships with University staff, agencies, union and the public
3. Administer and apply policy and regulations and interpret collective agreement
4. Facilitate the selection and recruitment process
5. Leading workforce planning with relevant clients' groups
6. Support various HR initiatives that enrich the workplace culture

Personal Suitability:

1. Ability to communicate effectively
2. Excellent interpersonal skills, particularly in a multi-cultural setting
3. Ability to take initiative and work independently
4. Excellent problem-solving mediation and conflict resolution skills
5. Strong teamwork skills for working with groups of people and guiding them to consensus decisions
6. Energetic, positive, collaborative and proactive outlook
7. Self-motivated, flexible and ability to meet changing demands
8. Interest in working in the post secondary environment
9. Commitment to diversity and inclusion perspectives and initiatives

Conditions of Employment: Occasional travel to communities

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