**Job Specification Template – HR Business Partner**

The following sample HR Business Partner job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**HR Business Partner**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding [$XXX,XXX - $XXX,XXX]***

**Job Overview:**

We are seeking a passionate HR Business Partner to join our vibrant team. This exciting new role involves providing expert HR and Employment Law advice, guiding the business and employees through all stages of the employment life cycle, and ensuring high retention levels. With a competitive salary of $XX CAD and a prime location in central Toronto, this is a fantastic opportunity for someone eager to make a significant impact in a dynamic, fast-paced environment.

**Key Responsibilities:**

* Serve as the primary advisor on HR and Employment Law matters, providing legally compliant and commercially led guidance. Respond to client queries via telephone and email, ensuring all advice is logged accurately.
* Provide guidance throughout all stages of the business and employee employment life cycle, ensuring maximum retention levels and compliance with Canadian employment laws.
* Promote a culture of knowledge sharing within the team, supporting the development of colleagues and attending training as specified by the Team Manager/Team Leader.

**The Skills You’ll Bring:**

* Ability to align HR strategies with business goals and solve complex HR issues efficiently.
* In-depth understanding of Canadian employment laws and regulations to ensure compliance.
* Exceptional verbal and written communication skills, with the ability to build strong relationships and convey HR concepts clearly.
* Superior organizational skills with the ability to manage multiple tasks and priorities in a fast-paced environment.
* Proficiency in HR software and Microsoft Office Suite (Outlook, Excel, PowerPoint, Word).

**What sets this company apart:**

Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Performance-based bonuses (up to XX% annually)
* Executive compensation package, including stock options and profit-sharing
* Enhanced pension plan with significant employer matching contributions
* Flexible working arrangements tailored to senior leaders
* Comprehensive health and wellness benefits, including mental health support and family health plans
* Generous vacation policy (X days + bank holidays) and additional leave options
* Access to leadership development programs, conferences, and industry events.

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.