

HR Business Partner Eagle River Mine Site Near Wawa, ON

COMPANY INFORMATION

Wesdome Gold Mines has had over 30 years of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Company's strategy is to build Canada's next intermediate gold producer, producing 200,000+ ounces from two mines in Ontario and Quebec. The Eagle River Complex in Wawa, Ontario is currently producing gold at the Eagle River Underground Mine. Wesdome started production at the Kiena Complex in Val d'Or, Quebec in December 2022. The Company trades on the Toronto Stock Exchange under the symbol "WDO".

SUMMARY

The Human Resource (HR) Business Partner is a key member of the HR team and is accountable for providing a full range of HR advice and solutions to Site Management/staff.

The HR Business Partner, working closely with the HR team, is the first point of contact for management at the Eagle River Complex on various HR matters and draws on the expertise of both internal and external subject matter experts to facilitate effective implementation of HR plans and initiatives in a seamless service delivery model. The HR Business Partner will also support the implementation and sustainment of key HR programs including but not limited to Drug & Alcohol, Performance Management and Compensation, Disability Management and will educate and enforce all Company policies and processes.

POSITION RESPONSIBILITIES

Accountabilities and duties will include but not limited to the following:

- First point of contact for management at the Eagle River Complex on various HR matters;
- Draw on the expertise of both internal and external subject matter experts to facilitate effective implementation of HR plans and initiatives in a seamless service delivery model;
- Provide HR advisory services and support to management in areas including organizational development, workforce planning, position management, recruitment and selection, immigration, compensation, policy interpretation, performance management, attendance and disability management, onboarding and offboarding, training and development, employee health and safety etc.;
- Support the implementation and sustainment of key HR programs including but not limited to Drug & Alcohol, Performance Management and Compensation, Disability Management;
- Ensure relevant HR data and documentation is tracked and stored in a central, accessible online file;
- Educate and enforce all Company policies and processes;

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- Liaise with authorized persons and organizations such as professional organizations, various consultants, disability management professionals etc.;
- Liaise regularly to assist on project management for upcoming human resources requirements;
- Provide coaching, advice and interpretations to management on a wide range HR matters and issues;
- Develop action plans and solutions, ensuring compliance with policies and regulatory requirements;
- Maintain ongoing awareness to identify emerging HR issues or critical situations, and initiate corrective action and/or alerts management, with recommendations to avoid further escalation;
- Continuously assess HR policies and procedures, making recommendations for improvements to optimize a streamlined, integrated and consistent service delivery model; leverage findings from day-to-day application to identify gaps and issues in current practices;
- Manage the recruitment process including: job descriptions, postings ads, arranging career events, screening candidates, setting up interviews, reference checking, completing offers and other supporting documentation;
- Communicate effectively with HR staff, managers, site superintendents and employees;
- Ensure accuracy and completeness of all onboarding processes and forms;
- Assist in administering Short-Term Disability (STD) and Long-Term Disability (LTD) claims for client groups when needed;
- Manage ad hoc projects;
- Assist managers and HR team with employee and labour relations;
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Bachelor of Commerce or Business Administration with specialization in Human Resources or related field of study or certificate in an accredited Human Resources program;
- CPHR designation or working towards it;
- 8+ years of progressive HR experience in a mining or resource based organization;
- Experience working in a remote work environment / camp environment;
- Knowledge of employment and other related legislation (i.e. Human Rights Code, Employment Standards Act, Employment Equity legislation, OHS, ADOA etc.);
- Proficient with Microsoft Office (Word, Excel, PowerPoint, SharePoint)
- Experience with HRIS systems (i.e. ADP) is an asset;
- Ontario Drivers License in good standing.

Location and Logistics of the Role

- This position is located at our Eagle River Mine location near Wawa, ON;

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- In this role, you will work a 14 days in / 14 days out schedule and therefore you will have meals and accommodations provided at our camp;
- Shuttle service available to / from mine site to / from Sault Ste. Marie;
- 12 hours / day;
- Ability to drive company vehicle between site buildings on a frequent basis required.

We wish to thank all applicants for their interest and effort in applying for the position.
However, only candidates selected for interviews will be contacted.

APPLICATION PROCESS ▶ Email: HR.Resumes.Eagle@wesdome.com

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status.

Wesdome is committed to accessibility for people with disabilities. We will work with applicants requesting accommodation at any stage of the recruitment and selection process. If you require accommodations, please contact us at [Wesdome Gold Mines Ltd. - People & Careers - Accessibility](#)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.

To be eligible for this position, you must be legally permitted to work in Canada without any additional sponsorship support from Wesdome.