



Job Title: HR Business Partner

Location: SWSE Office, Sudbury, Ontario

Job Type: Full-Time

About Us

SWSE is a leading organization in the sports and entertainment industry, dedicated to delivering world-class events and experiences for fans, athletes, and performers. Our team is passionate about innovation, collaboration, and excellence, and we are looking for a strategic, hands-on HR Business Partner to help shape and support our growing team.

About the Role

As the HR Business Partner, you will be responsible for managing the full employee lifecycle and fostering an exceptional employee experience. You will serve as a strategic advisor to leadership while also executing day-to-day HR operations, ensuring compliance, driving culture, and supporting organizational growth.

This is a hands-on role that requires a proactive, adaptable, and resourceful HR professional who can manage multiple responsibilities in a fast-paced environment.

Key Responsibilities

Talent Acquisition & Onboarding

- Lead and manage the full-cycle recruitment process, from job postings to onboarding.
- Develop and execute sourcing strategies to attract top talent across all business functions.
- Partner with hiring managers to define job roles, interview candidates, and ensure a smooth hiring process.
- Oversee new hire onboarding to ensure a seamless transition into the company.

HR Operations & Compliance

- Maintain and update employee records, databases, and document retention systems.
- Ensure compliance with all employment laws and regulations.
- Develop, update, and enforce company policies, employee handbooks, and procedures.

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Health, Safety, & Workplace Compliance

- Implement and oversee workplace health and safety programs.
- Ensure compliance with occupational health and safety (OHS) regulations.
- Serve as the point of contact for workplace incident reporting and resolution.

Performance Development & Employee Relations

- Implement and manage performance development programs, including goal setting, performance reviews, and career development plans.
- Provide coaching and support to managers on employee relations issues, conflict resolution, and performance management.
- Champion a culture of feedback, recognition, and continuous improvement.

Training & Development

- Assess organizational training needs and develop professional development initiatives.
- Facilitate leadership training, compliance training, and other development programs.
- Support employee learning and career progression by identifying growth opportunities.

Total Rewards Administration

- Administer employee benefits programs, including health insurance, and wellness initiatives.
- Serve as the primary point of contact for employee benefits inquiries and enrollment processes, liaising with provider when necessary
- Ensure compensation structures remain competitive and aligned with industry benchmarks.
- Partner with leadership to review and adjust salary structures, incentive programs, and pay equity.

Employee Engagement & Culture Custodian

- Act as the champion for employee engagement initiatives, ensuring a positive and inclusive work environment.
- Develop and implement programs that enhance employee satisfaction, well-being, and overall workplace morale.





- Lead initiatives such as team-building events, recognition programs, and diversity, equity, and inclusion efforts.
- Serve as a trusted resource for employees, fostering an open-door policy for feedback and support.
- Align HR strategies with company values and ensure the organization's culture is reflected in all HR practices.

IT & Third-Party Vendor Management

- Act as the liaison for our third-party IT service provider, ensuring technology supports business needs.
- Oversee IT onboarding/offboarding processes, ensuring employees have the necessary tools and access.
- Ensure compliance with data security and privacy regulations in collaboration with IT providers.

Who You Are

- A self-starter with the ability to operate autonomously as the organization's sole HR professional.
- A problem solver with strong decision-making skills, able to balance people needs with business goals.
- A strong communicator and coach who can build trust with employees and leadership alike.
- A process-driven professional who can develop and implement HR systems from the ground up.
- Someone who thrives in a fast-paced, dynamic environment, particularly within the sports and entertainment industry.

Qualifications & Experience

- Minimum 3-5 years of HR experience, with broad exposure to recruitment, compliance, employee relations, and performance development.
- Experience working as an HR generalist or HR business partner, preferably in sports, entertainment, media, or hospitality industries.
- Strong knowledge of employment laws and regulations
- Experience managing HRIS systems and employee data tracking.





- Familiarity with health & safety regulations and best practices.
- Basic understanding of IT service management and vendor coordination is a plus.
- HR certification (CHRP/CHRL or equivalent) is preferred but not required.

Why Join Us?

- Be a **key player** in shaping the employee experience and culture of a growing organization.
- Work in a **fast-moving, exciting industry** at the intersection of sports, entertainment, and business.
- Lead **end-to-end HR functions**, gaining exposure to all aspects of HR and organizational development.
- Enjoy a **collaborative and supportive environment** where your contributions directly impact our success.

