

Human Resources Specialist

Calgary, Alberta

Job Title: Human Resources Specialist

Location: Calgary, Alberta

Job Type: Other

Position Type: Full Time

Required Education: Bachelor's Degree

Required Experience: 3 - 5 years

Salary: \$65,000.00 (Per Year)

Description: **Full-Time (35 hours per week)**

Start date: November 20, 2017



The Calgary Women's Emergency Shelter is here to support individuals and families in their efforts to live free from family violence and abuse. We currently have a new opportunity in our Organizational Effectiveness Human Resources team that will provide the right candidate with a significant opportunity for increased responsibility, learning and growth within the HR field.

Reporting directly to the Director, Business & Finance, the successful candidate will work closely with program managers and agency leadership in all areas of HR service delivery.

Key Accountabilities:

- Supporting program and agency leadership in recruitment, onboarding/orientation, training program administration and delivery, performance review process, performance management, engagement, compliance and labor relations.
- Supporting the employee experience by encouraging and influencing communication between managers and employees through meaningful discussions and effective coaching.

Specific Responsibilities:

- Coordinating and participating in the recruitment process including:
 - drafting job postings,
 - recommending and implementing specific recruitment strategies
 - reviewing applications and conducting pre-screening interviews
 - drafting interview questions and coaching leaders on how to conduct interviews
 - scheduling and conducting interviews
 - preparing offers of employment letters
 - conducting reference checks
 - coordinating background check processes
 - maintaining all hiring related documentation.
- Participating in the onboarding and orientation process for new hires.
- Coaching 'people leaders' on policy and collective agreement application, performance management, conflict and other issues.
- Keeping a pulse on staff engagement and proactively identifying strategies to build engagement.
- Coordinating annual performance review process.
- Overseeing the performance evaluation process.
- Managing and tracking all employee disciplinary action.

- Drafting/preparing employee correspondence and handling general HR administrative tasks.
- Maintaining employee personnel files, ensuring proper privacy protocols are adhered to.
- Participating in developing department goals and HR strategic plan.

Core competencies: Resiliency, pursues continuous growth, diversity, communication, strategic planning and analysis.

Skills and Qualifications

- Post-secondary education in Human Resources, Business administration, or a related field.
- Experience working in a unionized environment and with ADP workforce now is highly desirable.
- Experience leveraging technology to increase efficiency (LinkedIn, ADP, Outlook, and Applicant Tracking Systems).
- Ability to work under minimal supervision, changing priorities and timelines.
- Great organizer. On top of all issues and timelines.
- Tenacity, dedication, positive attitude, discretion and proven ability to work with confidential information.
- Strong external network. Ability to build rapport and expand network quickly.
- Certified Human Resource Professional (CHRP) designation is essential.
- Minimum 2 years' experience in full cycle recruitment and competency based interviewing.
- Minimum 3 years' experience in an HR Advisory or Generalist capacity.

Other information

- A criminal records search and a child intervention record check are conditions of employment.
- Priority will be given to Canadian citizens and permanent residents of Canada.
- This is a full-time permanent position for the right candidate, an alternate work schedule may be considered.
- The expected starting salary is \$65,000+/per annum plus 15 vacation days, 5 personal days, extended health and dental coverage and RRSP contributions.

TO APPLY: Please submit your resume and cover letter via Reachire <http://bit.ly/2zhckD5>

CLOSE DATE: Review of applications begins on October 26, 2017. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

We thank all candidates for their interest, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.