
Senior Human Resources Advisor

Calgary Homeless Foundation (CHF)

Working with homeless-serving agencies and community partners, Calgary Homeless Foundation guides the fight to end homelessness in Calgary. We do that through collaboration and co-creation with all orders of government, public systems, homeless-serving agencies, the private sector, faith-based communities, foundations, and Calgarians. Through agile system coordination aligned with research and data, we find innovative and evidence-based supportive housing solutions for people at risk of or experiencing homelessness. Our approach ensures that our city's resources are allocated in a cost-effective manner to provide a full spectrum of services, solutions, and homes for all Calgarians.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

Reporting to the Director, Human Resources, the Senior Human Resources Advisor will play a key role in providing strategic and operational support related to human resources functions. This role also facilitates the implementation and management of human resource processes and programs that align with CHF's Purpose, Ambition, and leadership culture. The Senior Human Resources Advisor also serves as a trusted advisor to CHF leadership and employees in a broad range of HR areas including recruiting, employee relations, Health & Safety, compensation, career and professional development, benefits and WCB, and employee engagement.

This role will be responsible for providing direction as required to the payroll and benefits administrator and acting as back-up to the payroll and benefits administrator when needed.

Our Staff

CHF staff are action-oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired, and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on guiding the fight against homelessness.

Accountabilities and Deliverables

- Provide leadership, direction and enhancements to CHF HR initiatives including employee engagement survey, CHF salary adjustment program, CHF core skills professional

development training, employee recognition program, CHF Annual Performance & Development Review process, HR budget preparation, Succession Management.

- Provide expertise and guidance on HR initiatives to enhance and sustain the well being of staff and support the ability of staff to be resilient and adaptable to an ever-changing environment, internally and externally.
- Prepare employment documentation including offer letters, termination, performance improvement, salary adjustments, etc.
- Maintain up to date HR files for all staff and leverage CHF's Human Resources Information System (Bamboo) to convert to electronic filing for HR processes including new hire onboarding.
- Administration of WCB claims and reporting.
- Conduct CHF Onboarding for all new employees including orientation to CHF, and review of all key policies and procedures and benefits/pay enrollment forms.
- Set up HR files for new employees and ensure all appropriate documentation is in place.
- Partner with hiring managers on recruitment and on boarding of new staff including creation of job descriptions, confirming salary bands, interviewing and selection, reference checks, police background checks, and preparation of employment offer letters.
- Provide current information to employees regarding payroll, benefits, policies and procedures and ensure the HR information system is maintained and up to date.
- Act as main liaison between CHF and external benefit broker and providers to ensure benefit information is provided to all staff on a timely basis, and that CHF benefits are competitive and cost effective. Represent CHF on annual premium negotiation.
- Compile and analyze external salary survey data, including entry of CHF data into annual non-profit salary survey, to support CHF's annual salary adjustment review and provide consultation on salaries to leadership as required.
- Compile and analyze data for various HR initiatives including annual employee engagement survey, turnover metrics, and other key HR metrics. Provide CHF leadership with up-to-date information on key metrics and trends within CHF HR and externally.
- Provide expertise and guidance so that CHF is following HR best practices and remains compliant with all relevant compliance with relevant legislation including human rights, employment standards, privacy, and Occupational Health and Safety legislation. Provide regular information sessions to employees on key HR policies.
- Provide confidential support and advice on sensitive employee relations issues to both supervisors and employees. Act as liaison with external legal counsel on sensitive employee relations matters when required.
- Act as back up to Director, Human Resources when required.

Education and Experience

- Completion of a post-secondary degree or certificate in Human Resources.
- CPHR designation is strongly preferred.
- Experience with the administration of payroll and benefits.
- Minimum eight to ten years of relevant HR generalist/management/advisor experience.
- Previous experience in a senior HR leadership role reporting directly to Executive Leadership team is an asset.
- Experience in the non-profit sector is an asset.

- In depth knowledge of all relevant legislation related to human resources.
- Demonstrated proficiency with Microsoft Office, Teams, Sharepoint, Excel, Microsoft Word, and Human Resources Information Systems

General Competency Requirements

- **Personal Initiative:** Self-starter with willingness to learn on their own.
- **Culturally Congruent:** A passion for, belief in and communication of CHF vision, mission and core values. Demonstrates a strong service ethic and customer service approach.
- **Teamwork:** Ability to work independently and as part of a team. Is willing to provide assistance and support to others and defines success in terms of the whole team.
- **Organizational:** Is able to manage multiple projects and prioritize work based on various deadlines; high attention to detail
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
- **Communication:** Excellent listening, verbal and written communication skills combined with an ability to communicate effectively with a diverse group of key external stakeholders
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly.
- **Results Oriented:** Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against CHF direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven strong project management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focuses on building and protecting the image, reputation and long-term interests of CHF including promoting CHF's reputation as a leader in ending homelessness.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust based on professionalism, expertise and ability to create solutions and deliver desired outcomes.

- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: 27 August 2021

Calgary Homeless Foundation has partnered with **CultureSmith** on this Search. For more information on the role or to apply please email your resume and cover letter directly to:

Tony Harvie, Managing Partner

CultureSmith Inc.

Email: tony@culturesmith.ca

Website: www.culturesmithinc.com

Please note that Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.