



## **JOB POSTING – HUMAN RESOURCES MANAGER (part-time)**

**This position is in Grande Prairie.**

*Want to make a true impact on the lives of others? Passionate about supporting an organization that is dedicated to service excellence and growth? Interested in applying your superior influencing and change implementation skills? Then join us!*

As the champion of our people and the business partner of the Chief Administrative Officer (CAO), the HR Manager has a critical role within our organization as it impacts the lives of residents by supporting our organization's broad range of solutions in the areas of strategic HR management, change management, organizational effectiveness, recruitment, employee and labour relations, leadership development, compensation & benefits, succession planning, training & development, and health & safety.

### **Your will impact in the following ways:**

- Lead the HR practices and objectives that will result in a business-oriented, high-performance culture that emphasizes empowerment, quality, productivity, and results within a unionized environment
- Support the CAO with implementing and managing changes at the organization and site level
- Develop, update and maintain policies, procedures, and job descriptions
- Counsel and coach managers and employees on a broad spectrum of people management matters
- Collaborate with the Finance area to ensure timely and accurate payroll administration and benefit enrollments
- Lead onboarding and strengthen the organization's orientation and training programming
- Lead the collective bargaining process
- Manage and provide feedback to a small team of staff with non-HR tasks
- Draft and formulate a variety of correspondence, reports, and supporting documentation within the realm of employee relations and special projects, as required
- Research current trends/practices to stay current with employee recognition, policies & programs, and employee engagement and surveys
- Perform other relevant duties as assigned

### **What you possess:**

To be successful in this role, you enjoy contributing strategically to organizational growth and can motivate people through important change initiatives. You are also sound at making decisions with good data, able to develop constructive relationships, communicate effectively with diverse audiences, and balance multiple priorities. Furthermore, you are an experienced generalist with a minimum of 5 years of progressive HR experience, preferably in a unionized housing /property management /hospitality /healthcare environment.

Additionally, you have:

- Completion of post-secondary education in business/management/human resources, or a related discipline
- Experience in various HR functions including but not limited to organizational effectiveness, change management, employee engagement, labour relations, policy development, performance management, rewards and recognition, succession planning, conflict resolution, and OH&S program
- Superior leadership, team building, and communication skills with a demonstrated track record of dealing successfully with internal and external clients
- 1-2 years of supervisory management experience
- Knowledge of employment laws, regulations, common organization policies & procedures
- Proficient in MS Office Suite of Applications and SharePoint
- CPHR designation is preferred
- A genuine interest and empathy for people in need
- Must have a valid Driver's License and a reliable mode of transportation and vehicle insurance

### **Working conditions:**

- This is a part-time position (approximately 20 hours per week), with schedule flexibility.
- You will work between your home office, our head office in **Grande Prairie** and our sites
- To adequately perform the essential duties of this position, sometimes you will be required to work outside these hours.
- We offer a great healthcare benefit and RRSP matching package.

### **Interested in applying?**

Then we welcome you to send your resume **and** cover letter to [badabconsultinginc@gmail.com](mailto:badabconsultinginc@gmail.com) by midnight of **Feb. 24<sup>th</sup>, 2021**, with "HR Manager" in the subject line. BadaB Consulting Inc. is our contracted HR service provider.

Three references with contact information will be required. The chosen final candidate will also be asked to conduct a police information check and a credit check.

*We are an equal opportunity workplace. We thank all applicants for their interest, however only those selected for an interview will be contacted.*