

Specialist, Human Resources Programs and Policies

The Edmonton Humane Society has been an animal welfare leader in the Edmonton community since 1907. We are more than a shelter and a safe haven for the thousands of animals in our care each year. We play a key role in the Edmonton region by enriching the lives of people and their companion animals not only through our sheltering, but through our programs, services and community engagement.

Reporting to the Director, Human Resources and Workforce Development the Specialist, Human Resources Programs and Policies will play a critical role in the development, implementation, and management of the EHS' HR Programs and Policies.

Duties and Responsibilities:

Human Resources Programs and Policies

- Design, implement, maintain and administer Human Resources programs including Performance Management, Rewards and Recognition Program, Employee Training and Development, and Employee Engagement Survey while ensuring alignment with EHS Strategic and Business Plan.
- Lead development and improvement of Human Resources policies and procedures while ensuring compliance with labour laws and provincial and federal regulations.
- Manage Human Resources programs and policies as regulations are updated.
- Perform ongoing reconciliations and audits of Human Resources processes to ensure integrity and consistency, adherence to internal audit processes and that data supports corporate and HR policies.
- Focus on improving the employee experience.

Training

- Design and present program and policy training and documentation for employees (i.e. performance management program, rewards and recognition program, leave policy, professional development policy, etc.) and work with management for ongoing improvement of effectiveness of systems and processes.
- Maintain current knowledge of human resources literature and legislation as well as emerging issues and trends in Human Resources programs and policies.
- Act as a liaison with Employment Standards and other governing bodies, ensuring compliance and best practice for all HR programs and policies.
- Provide all levels of management with support in implementing HR programs and policies.
- Ensure all new employees are familiar with and properly trained on the Human Resources programs, policies and procedures.

Stakeholder and Relationship Management

- Support organizational change through the EHS to adapt innovations and changing trends in Human Resources programs, policies and procedures.
- Guide and counsel leaders on Human Resources programs, policies and procedures, including performance management, rewards and recognition, illness leave, professional development, etc.
- Promote and maintain partnerships with all EHS staff through being an agent of positive culture.
- Ensure communication on Human Resources programs, policies and applicable procedures is continuous and effective through various channels to encourage an open and positive environment.
- Provide cover off when HR Generalist is away.



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Job Requirements:

Education:

- Completion of diploma or degree in Human Resources from a recognized educational institution.
- A CPHR designation is preferred.

Experience:

- 5 years of HR Generalist experience required.
- A minimum of 3 years of progressive experience with human resources programs and policies.
- A minimum of 3 years of experience providing advisory services on human resource issues to employees and senior management;
- Experience supporting the development or delivery of programs, policies and procedures in an HR environment.

Preferred Skills:

- Ability to work collaboratively with all levels of management, employees, volunteers and other stakeholders.
- Proficient in Computer Programs and Microsoft Office applications.
- Ability to perform complex work with high degree of accuracy.
- Ability to perform research, organize and compile information, conduct analysis, and evaluate data.
- Ability to maintain a high degree of confidentiality.
- Possess strong organization and time management skills.
- Ability to solve problems and make decisions independently.
- Possess excellent communications skills, both oral and written.
- Ability to work well under stressful conditions and meet deadlines.

Competencies:

- Excellent written and oral communication and presentation skills, with the ability to create visually appealing and informative Human Resources materials and resources.
- Strong critical thinking, decision making, problem solving, and time management skills required.

Wage/Hours:

Compensation: Compensation will be commensurate with the successful candidate's experience and qualifications. Candidates are asked to state his/her salary expectation (a salary range is acceptable). One's salary expectation range must be stated in order to be considered in this competition.

The EHS offers a competitive Not-For-Profit compensation package which includes a comprehensive benefits package, participation in the EDO program, and a strong work-life balance.

Hours: 40 hours per week, some evening and weekend work may be required.

Please apply with cover letter and resume, including your salary expectation, to the Edmonton Humane Society by 11:59PM on Tuesday, November 13, 2018. Resumes will be reviewed as they are received, and candidates may be invited to interviews prior to competition close date.

The Edmonton Humane Society appreciates and considers all resumes received but will only be contacting those applicants who have been selected for an interview.

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