

Senior HR Advisor

ABOUT EHS

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.

The Role

Reporting to the Director of HR, the **Senior HR Advisor** originates and leads human resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity, goal attainment and the recruitment and ongoing development of an exceptional workforce.

The ideal candidate will find success in this position by employing a passionate and committed approach to human resources and embrace employee engagement, recognition and retention through a variety of innovative people practices that will advance the mission, vision, and values of the organization.

Key Roles & Responsibilities

This position is responsible for a variety of human resource generalist functions as follows:

- Policy and procedure development and implementation
- Forecast employment needs and ensure the recruitment and selection process runs smoothly
- Performance management and employee relations
- Compensation and benefit review, administration and maintenance
- Reporting and compliance requirements
- Design, direct and manage organization development that addresses issues such as succession planning, workforce development, organization design, employee satisfaction and change management
- Liaise with the Director on the development, execution, and implementation of the HR Strategic Plan and department budget

Education & Experience

- Diploma in Human Resources or equivalency
- Chartered Professional in Human Resources (CPHR) designation or candidacy
- Minimum seven (7) years of experience, with at least five (5) of those years in a senior-level position in an organization of similar size and complexity
- In depth knowledge of employment law, relevant legislation, acts and codes
- Experience with human resource information systems is required, preferably ADP



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Skills & Abilities

As the ideal candidate, you have a passion for people, performance, and diversity (and of course animal welfare), as well as experience working for and/or volunteering for a not-for-profit organization. You are a trusted and confidential HR resource for senior leaders and a valued source of sound advice for employees at all levels.

Independent, resourceful and proactive, you are a compassionate problem-solver who thrives in a fast-paced environment. When faced with a new challenge, you have the ability to navigate the unknown and identify practical solutions that make a difference.

Compensation/Hours

Compensation: EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.

Hours: 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities and some evenings and weekends may be required.

How to Apply

If you are looking for a rewarding HR career in an exciting and fast paced environment, then we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com.

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.