



Manager, People Services

Calgary Health Foundation is a philanthropic organization established in 1996 to unite donors, hospitals, health care providers and community partners with the ambitious aim of revolutionizing health outcomes. Together, we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care and advanced trauma centres. Through collaboration, unrelenting persistence and a sharp focus on care, wellness and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

THE ROLE

Reporting to the President & CEO, the Manager, People Services is responsible for planning and leading all human resources programs and functions for the Calgary Health Foundation.

KEY RESPONSIBILITIES

- Manage full cycle recruitment, employee onboarding and off-boarding programs
- Facilitate annual performance evaluation process and related training and resource development for all staff
- Manage and reconcile timekeeping for payroll and time reports, ensuring that time entry and approval deadlines are met
- Participate in compensation surveys and regularly review job bands to place CHF competitively in the desired market
- Maintain knowledge of insured benefit programs
- Prepare documents related to hires, transfers, changes, and employee relations matters as required
- Investigate and implement programs that will drive employee engagement enhance workplace culture, including the planning of an annual engagement survey and analysis of results
- Conduct employee exit interviews, summarizing and analyzing feedback
- Complete timely and comprehensive investigations as needed
- Work with and coach leadership team members on employee relations matters, and developing and maintaining succession and mentoring plans for key positions
- Maintain confidential files for all employees and present requested documents for the annual financial audit as needed
- Assist in the preparation of the annual budget for the Human Resources department
- Manage applications for grants related to training, wage subsidies or other relevant programs
- Ensure all Human Resources practices and procedures are in compliance with Imagine Canada accreditation standards
- Update policies and procedures as needed, ensuring ongoing compliance with legislation changes/requirements and coaching employees on policy interpretation
- Lead health and safety program, including Health and Safety Committee activities and policy and procedure development, ensuring compliance with relevant legislation
- Liaise with relevant Alberta Health Services employees on matters related to payroll, benefits, PeopleSoft access/reporting, ability management, and facilities maintenance

- Research, implement and evaluate frontline customer service initiatives that ensure all interactions between donors/public and the first point of contact with the organization are positive
- Oversee general office administration and reception functions, including liaising with property management, parking and other external contacts as needed
- Other duties as assigned

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- Minimum of 7 years previous Human Resources (HR) experience in a generalist or managerial capacity
- Previous supervisory experience required
- Post-secondary education with a degree in business administration or commerce, with a focus in HR preferred
- Chartered Professional in Human Resources (CPHR) designation (or working towards it)
- Experience working with multiple stakeholders (employees, contractors, volunteers, etc.)
- Proficient use of Microsoft office (Excel, Word, Outlook, and PowerPoint)
- Previous experience with PeopleSoft an asset

ATTRIBUTES AND ABILITIES

- Strong working knowledge of employment standards legislation, policies and practices
- An understanding of payroll and benefits administration would be a strong asset
- Comfort with developing and managing budgets
- Exceptional listening skills and the ability to investigate sensitive issues, make recommendations for action, and write concise reports
- Highly organized, able to effectively manage multiple priorities at one time
- Proactive, accountable and resourceful self-starter with excellent problem solving skills
- A confident, insightful and credible communicator
- Outstanding reputation for integrity
- A strong relationship builder who is able to work effectively with employees at all levels
- Diplomatic, compassionate and emotionally intelligent
- Positive, flexible, hands-on approach to get the job done
- Demonstrated ability to work with highly confidential information
- Excellent attention to detail

WORKING CONDITIONS

- Primarily sedentary work at a computer
- Reliable access to transportation required; may need to travel to hospital worksites around Calgary on occasion

APPLICATION INFORMATION

Please note that all Calgary Health Foundation employees are required to provide proof of full COVID-19 immunization upon hire as a condition of employment.

To explore this opportunity further, please send your resume and cover letter no later than January 17, 2022, in confidence, to:

Karen Longden
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