



Senior Human Resources Generalist

ABOUT US

Habitat for Humanity is one of the most trusted and recognized non-profit brands in the world. As a homebuilder and developer, Habitat brings the community together to help families build strength, stability and independence through affordable homeownership. With the help of sponsors, donors, community partners and volunteers, we build homes alongside future Habitat homeowners to provide a solid foundation for better, healthier futures. Families purchase their homes with no down payment and no interest, and mortgage payments never exceed more than 30 percent of each family's total household income.

Habitat helps families who hold essential jobs in the community, such as healthcare aides, social workers, teachers' aides and construction workers, who would not otherwise qualify for a traditional mortgage. In 2023, Habitat delivered more than \$10 million in affordable housing, with plans for an additional \$24 million underway.

Habitat Southern Alberta also operates one of the largest and most successful ReStore operations in Canada. The ReStore is a social enterprise that sells new and gently used furniture, appliances, and building materials. Products are donated by businesses and households and proceeds from the sale of these items support Habitat. With three retail outlets (two in Calgary and one in Medicine Hat) and an online store, our ReStores are a large enterprise with more than 40 staff and revenues targeted at \$6M, contributing \$1.8M to Habitat's mission.

Habitat was established in 1990 and has built in 37 communities across Southern Alberta. Habitat has partnered with more than 385 families, affecting the lives of more than 1,150 children.

ABOUT THE POSITION

Reporting directly to the President & Chief Executive Officer, the successful individual will develop, implement, and oversee Habitat's total rewards and talent management programs with a focus on compensation, recruitment, performance management, training and development and employee relations. The Senior Human Resources ("HR") Generalist will support leaders to foster a work environment and employee experience that is aligned with Habitat's values, culture and mission. This role works with a range of employees, including construction, retail and office.

KEY ACCOUNTABILITIES

- Design, implement and execute programs and processes that support the development and engagement of the organization's talent including recruitment, compensation, performance management, training and development and employee relations.
- Coach leaders and support employees to effectively use various talent development and engagement programs and processes.
- Establish strong relationships by building and maintaining trust with individuals at all levels of the organization.
- Track progress against plans, define appropriate metrics for measuring effectiveness and prepare reports.
- Research talent development, engagement practices and trends in order to develop recommendations or present options for consideration.
- Lead the Human Resources policy development and update process.



- Act as the Safeguarding Officer by ensuring the safeguarding processes and procedures are followed and monitored.
- Lead and/or participate in special projects and assignments as required.

TALENT ACQUISITION

- Collaborate with hiring managers to gain an understanding of the best-fit applicants for the organization.
- Coordinate and participate in the full recruitment lifecycle, from posting and sourcing to selection and reference checking.
- Create job offer packages including letters and documentation.
- Lead the on-boarding programs for employees to effectively engage and integrate new talent into the organization.

TOTAL REWARDS

- Provide overall direction for compensation reviews, job evaluations, salary surveys, salary ranges and analytical reporting.
- Lead the annual compensation review process, including forecasting and budgeting of people costs as needed.
- Manage and administer the corporate-wide Group Benefit Plan and provide expertise in plan design, competitive trends, and benefit compliance.
- Develop and implement effective communication and education strategies to ensure leaders and employees understand relevant total rewards programs and policies.

BENEFITS & PAYROLL

- Lead the annual group benefit review process including negotiating rates.
- Liaise with group benefit broker and/or insurance carrier to ensure benefits are appropriate and to trouble shoot issues as they arise.
- Work with benefit broker to find value opportunities to pass on to employees.
- Verify benefit costs by employee; provide change of status and salary reports to group benefit insurer as required.
- Work with Payroll to update employees' records to reflect change in benefit costs ensuring proper taxable benefits are recorded and deductions made.
- Administer short-term disability policy and coordinate with employee and Employment Insurance for medical leave.
- Coordinate long-term disability with group benefit insurer.
- Assist the Officer Manager, as needed, in completing WCB annual filing.
- Assist the Office Manager, as needed, to review and process payroll on a bi-weekly basis.

EMPLOYEE RELATIONS

- Assist leaders to comply with all applicable policies, practices and legislation.
- Pro-actively support leaders to address issues that have the potential to negatively affect employee relations and/or the employee experience.
- Provide employee relations advice and consultation to address and minimize risk on employment matters.
- Support all employees with their Human Resource requirements.



TALENT DEVELOPMENT AND SUCCESSION PLANNING

- Oversee talent development activities across the organization.
- Partner with leadership team on talent reviews, succession planning, and talent development processes; develop and recommend specific action steps to help development areas.
- Design and conduct leadership development initiatives and departmental team building sessions.
- Develop a succession planning framework focused on building a leadership pool that meets current and future needs of the organization.
- Connect Habitat to funding and training partner opportunities related to HR.

ABOUT YOU

- You are an innovative HR professional who is comfortable challenging convention, being bold and setting the pace for others to follow.
- You have a minimum of 8 years of related HR experience.
- Preference will be given to candidates with proven experience in the areas of recruitment, talent development, employee relations, and employee engagement.
- You have demonstrated analytical and problem-solving skills with an ability to analyze data, understand trends and develop recommendations for action based on the analysis.
- You have effective consulting and coaching skills and an ability to build trusting relationships with senior leaders and key stakeholders to enhance employee engagement.
- You are able to develop and execute effective and right-sized tactics from overall strategy.
- You possess the initiative, enthusiasm, and motivation to achieve results with a natural focus on client service and HR excellence.
- You have a proven ability to work in various ways depending on the task requirements, and to actively adapt priorities to meet a variety of timelines.
- You take your work seriously, but not yourself.
- You have a proven ability to work with and maintain confidential information.

LOCATION

This position will be based in Calgary, Alberta.

Application Deadline: Until a suitable candidate is found

Please send a **cover letter** outlining how your background makes you the right candidate for this important role, along with your resume to jobs@habitatsouthernab.ca.

Job Type: Full-time

Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.