



Senior Human Resources Generalist

ABOUT US

Habitat for Humanity (“Habitat”) is one of the most trusted and recognized non-profit brands in the world. Habitat for Humanity Southern Alberta (“HFHSA”) is one of the only affordable home ownership providers in Southern Alberta that addresses a critical need and gap in our community services – helping hardworking families struggling to do their best with what they have by creating housing stability. HFHSA helps families build strength, stability and independence through affordable home ownership. Through HFHSA, kids can put down roots and parents can start planning for a brighter future in a safe and secure neighborhood.

With the help of sponsors, donors, community partners and volunteers, HFHSA builds quality homes and helps families enter the housing market by purchasing homes through our affordable mortgage program. Habitat homeowners build their own homes alongside experienced staff and volunteers; and purchase their homes with a no down-payment, no-interest mortgage, giving them financial stability to build better futures. Their monthly mortgage payments are used to build more homes for more families, creating a cycle of paying-it-forward and a sustainable financial model. Home ownership builds long-term stability and independence for families, while offering lasting, tangible benefits to our entire community.

HFHSA is fortunate to have 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 the proceeds from sales help support HFHSA operations. With three retail outlets (two in Calgary and one in Medicine Hat), our ReStores are a large enterprise with more than 40 staff and revenues targeted at \$5M, contributing \$1.6M to HFHSA’s mission.

HFHSA was established in 1990 and works in the communities of Airdrie, Brooks, Calgary, Carstairs, Cochrane, Cremona, Didsbury, High River, Medicine Hat, Okotoks, Olds, Pincher Creek and Sundre. We currently manage a portfolio of approximately 250 families, with an annual new construction program building approximately 20 – 25 new homes a year at an annual spend of \$6M in construction. To date, we have partnered with over to 300 families, affecting the lives of more than 1000 children.

ABOUT THE POSITION

As part of our commitment to being a best place to work, we have created a new role within the HFHSA team. Reporting directly to the Chief Executive Officer, the successful individual will develop, implement, and oversee HFHSA’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 HFHSA’s values, culture and mission.



Key Accountabilities

- Design, implement and execute programs and processes that support the development and engagement of the organization's talent including compensation, recruitment, performance management, training and development and employee relations;
- Coach leaders and support employees to effectively use the 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 and engagement practices and trends in order to develop recommendations or present options for consideration;
- Lead the Human Resources policy development and update process;
- 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 offers package including letters and documentation; and
- Develop and coordinate 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;
- Evolve and lead the annual compensation review process, including forecasting and budgeting of people costs as needed;
- Oversee corporate-wide benefits 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.

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 / 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 teams 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 HFHSA 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: *October 5, 2022*

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.