



POSITION DESCRIPTION

Position Title: Human Resources Specialist
Department: Administration
Employment Type: Full-time

POSITION SUMMARY

Reporting to the General Manager, the Human Resources Specialist provides leadership, guidance, and expertise in all areas of HR management. This generalist position is responsible for both transactional and strategic level issues, which include recruitment, performance management, compensation and benefits, training, employee relations, organizational effectiveness, and health and safety.

KEY RESPONSIBILITIES

Organizational Design

- Develop and implement strategies to optimize structure, processes, and people to support the Students' Union goals.
- Introduce new ways of thinking, working together, and learning to stimulate organizational innovation and growth.

HR Administration

- Oversee the development and/or implementation of consistent HR policies and practices such as: code of conduct, recruiting, new employee orientations, personnel record keeping, job analysis, DEI, harassment, hours of work, overtime, holidays, vacation, leave of absence, rewards and recognition, performance management, benefits, compensation, and claims management.
- Design and/or revise policies and programs to reinforce diversity, equity, and inclusion in the workplace.
- Ensure practices and policies remain compliant and current.
- Project work as required.

Measurement and Reward

- Design and/or implement performance measurement and feedback tools that support the Students' Union strategies and values.
- Design and/or implement reward programs that support the Students' Union.

The Students' Union, The University of Calgary

251 MacEwan Student Centre, 2500 University Drive NW, Calgary, Alberta T2N 1N4

Phone: (403) 220-6551 Fax: (403) 284-1653 www.su.ucalgary.ca

- Develop and manage processes to ensure that performance and pay/reward/recognition programs are appropriately linked.
- Coach others on how to provide candid, focused, behaviorally based feedback to employees, peers, and management.

Compensation

- Oversee the administration of the Students' Union compensation structure to ensure compensation remains competitive and equitable both internally and externally.
- Work closely with the senior management team to ensure they have the necessary tools to be accountable for payroll.

Employee Relations

- Provide counseling to all employees and management team and resolve conflicts within the context of the Students' Union strategy.
- Act as an internal consultant providing HR generalist expertise to management on related issues such as discipline, termination and severance, retirement, performance coaching, salary, and incentive programs.
- Review and assess the environment to identify important employee morale issues.
- Utilize information technology to communicate HR processes and services.

Continuous Learning and Development

- Develop an education and training plan for the Students' Union by conducting a training needs analysis and selecting the most appropriate and cost-effective program.
- Develop and facilitate training sessions where applicable.
- Track and measure the effectiveness of all training initiatives.
- Assess environment for new or non-traditional ways to improve personal, team, and organizational effectiveness.

LEADERSHIP

The Human Resources Specialist provides informal leadership to all employees of the Students' Union by providing information, coaching, and advice to maximize employee's ability to reach and/or exceed personal and professional goals and objectives.

The Human Resources Specialist operates with a high degree of independence and leads highly complex projects and/or tasks that have the potential for significant impact on the organization.

QUALIFICATIONS

University degree with a specialization in Human Resources complimented with 3-5 years of generalist HR experience. CHRP designation is an asset.

- Excellent communication skills both oral and written.
- Negotiation and conflict resolution skills.
- Familiarity with organization and process design.

- Strong change management facilitation skills.
- Knowledge of current HR practices and system applications.
- Hands-on experience designing or implementing anti-racism and DEI training programs.
- Understanding of financial statements.