

Head of Human Resources

Innovate Calgary

CALGARY, ALBERTA

Innovate Calgary is the technology transfer and business incubator centre for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with University of Calgary researchers, students, and other members to bridge the gap between discovery and create economic and societal impact. We provide a unique environment for employees, combining a flexible working environment with significant exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

Head of Human Resources:

The Head of Human Resources (HHR) will provide leadership, interpretation, and guidance to the organization's staff and leadership team on all human resources-related matters. They will coordinate HR policies and programs to ensure the organization fully complies with applicable laws and regulations. The HHR is also responsible for managing a wide range of human resources functions, including but not limited to recruitment and selection, benefits programs, training and development, employee classification, performance management, and employee relations.

In collaboration with executive leadership, the HHR will develop and align human resources best practices to business strategies and create a performance-based culture that improves business outcomes. The HHR will also develop and execute human resources strategies to position Innovate Calgary as an employer of choice and will be instrumental in shaping and influencing business strategies related to human capital, talent development, employee engagement, and change management.

The incumbent should be well versed in organizational effectiveness, talent acquisition and retention, leadership and employee development, performance management, recognition & rewards, workforce engagement-related initiatives, wellness efforts, labour relations, legal compliance, diversity initiatives, immigration and work authorization processes, benefits administration, process re-engineering, policy development, classification and compensation systems, and data analysis.

Key Responsibilities:

- Partner with executive leadership to architect and implement HR strategies aligned with corporate objectives
- Provide supervision, coaching, mentorship, professional development, and performance management to the Human Resources Administrator
- Oversee the end-to-end talent lifecycle, from strategic recruitment and selection to seamless onboarding
- Design and implement impactful performance management and employee growth initiatives to inspire employee engagement and satisfaction
- Safeguard compliance with intricate employment laws while adeptly navigating complex employee relations scenarios
- Spearhead a culture of diversity, equity, and inclusion that champions an environment of mutual respect and innovation
- Orchestrate competitive compensation and benefits programs to attract, motivate, and retain high-performing employees

Skills/Qualifications:

- A master's or bachelor's degree in human resources, business administration, social sciences, labour relations, or other related disciplines
- 7-10 years of progressively responsible experience in human resources, with a minimum of 5 years of HR experience in a leadership role at the mid/high management level
- Profound acumen in human resources best practices, employment legislation, and emerging industry trends
- Evidenced success in architecting and delivering strategic human resources initiatives that drive organizational excellence
- Exceptional oral and written communication skills, coupled with remarkable interpersonal and leadership proficiencies
- Aptitude for cross-functional collaboration, adeptly interfacing with diverse teams and executive stakeholders
- Proven expertise in navigating complex employee relations matters and implementing effective resolutions
- A visionary strategist, adept at propelling innovation and operational enhancements
- Strong proficiency with Microsoft Office and human resources management systems; preferred experience with SharePoint and ADP Workforce Now



How to Apply:

Interested applicants should forward their resume and cover letter to hr@innovatecalgary.com.

We thank all applicants for their interest. However, we will contact only those persons for whom we need further information or are being considered for an interview.

Application deadline: End of the business day, September 14, 2023

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.