

Manager, Human Resources

How to Apply: Please send applications to hr@innovatecalgary.com.

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.

Working in a small organization with 70 employees requires a hands-on approach. Being willing to roll up your sleeves and get the work done is essential in this close-knit environment. Collaboration and teamwork are key, with each individual's contribution playing a vital role in the organization's success. Embracing a proactive attitude and tackling challenges head-on are necessary traits in such a setting, where every task completed, no matter how small, makes a significant impact.

We are currently accepting applications for the following position:

Manager, Human Resources

Position Summary:

As the Human Resources Manager, you will play a pivotal role in overseeing the day-to-day HR operations of the organization, with a strong focus on HR information systems (HRIS) ownership, subject matter expertise, payroll accountability, and business partner experience. Reporting to the executive leadership team, you will provide strategic leadership, guidance, and interpretation on all human resources matters to ensure the organization's staff and leadership team are supported effectively.

You will be responsible for managing and executing a variety of HR functions, including recruitment, benefits programs, training and development, performance management, employee relations, payroll administration, HRIS management, and collaborating with business partners. By working closely with the executive team and business partners, you will align HR best practices with business strategies to enhance organizational performance and cultivate a work environment that promotes employee engagement and business success.

Key Responsibilities:

- Collaborate with executive leadership to develop and implement HR strategies that are in line with the organization's objectives.
- Provide supervision, coaching, mentorship, and performance management to the HR administrator.
- Lead day-to-day HR activities actively participating in and overseeing all HR functions.
- Manage the entire talent lifecycle, from recruitment and onboarding through to offboarding, to ensure a seamless and effective process.
- Demonstrate the ability to work independently, making decisions and taking actions that align with organizational goals and values while also ensuring alignment with executive leadership.
- Oversee payroll administration processes and ensure accuracy, compliance, and timeliness.
- Develop and implement performance management and employee development initiatives to drive engagement and satisfaction.
- Ensure compliance with employment laws and handle complex employee relations issues.
- Lead efforts to enhance diversity, equity, and inclusion within the organization, fostering a culture of respect and innovation.
- Develop and implement competitive compensation and benefits programs to attract, retain, and motivate top talent.
- Serve as the primary owner and subject matter expert of the HRIS system, ensuring data accuracy, system efficiency, and providing support and training to HR staff and employees as required.
- Utilize business partner experience to collaborate effectively with other departments and external partners to achieve organizational goals.

Skills/Qualifications:

- Master's or bachelor's degree in human resources, business administration, social sciences, or a related field.
- 7-10 years of progressive HR experience, experience in a leadership role at the managerial level would be considered an asset.
- Experience and accountability in payroll administration.
- In-depth knowledge of HR best practices, employment legislation, and industry trends.
- Proven track record of successfully implementing strategic HR initiatives that drive organizational excellence.
- Experience with HRIS systems and a strong understanding of HRIS functionalities.
- Excellent communication, interpersonal, and leadership skills.
- Business partner experience would be considered an asset.

How to Apply

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: April 04, 2024

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.