



[www.civida.ca](http://www.civida.ca)

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

## JOB POSTING

**Position: Human Resources Business Partner**

**Location: Edmonton**

**Term: Full-time, Temporary (1-year)**

At **Civida** (formerly known as *Capital Region Housing*), HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit [Civida](http://Civida) for more information.

Reporting to the Director, Human Resources, the **HR Business Partner** is a strategic resource to the organization and its employees. The role is responsible for implementing and managing the HR function on a day-to-day basis with client groups on a broad range of human resources matters.

### **Key Responsibilities:**

- Manage workforce planning including full-cycle recruitment, onboarding, orientation and track metrics related to headcount, vacancies, new positions, skill and knowledge gaps, for client groups.
- Educate management and employees on the application and interpretation of the Collective Agreement, HR policies, employment legislation and human resource technology systems.
- Liaise with union representatives, managers and employees to review and resolve employee relations matters.
- Ensure the satisfactory and expedient handling and resolution of grievances by collecting, analyzing and interpreting information.
- Provide advice and assistance to managers and supervisors throughout the grievance process
- Work with managers and directors to identify individuals for career and training development, high performers and succession candidates.
- Complete job classification audits, review and update job descriptions.
- Oversee and administer disability management processes working with managers, employees and union regarding medical leave, Workers Compensation Board claims, long-term disability claims, return to work processes and accommodation.
- Administer employee recognition, surveys and incentive programs; provide advice and suggestions to enhance employee engagement.
- Provide advice and assistance to managers and supervisors through the performance improvement process.
- Assist with the development of and provide recommendations for policies and procedures; keep all employees informed of changes and new practices.
- Provide backup support for payroll administration as required.



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#### Qualifications:

- Related Bachelor's Degree (equivalencies may be considered)
- Minimum 4 to 5 years of progressive human resources experience
- Experience working in a unionized environment required
- CPHR Certification is considered an asset
- Experience with payroll and/or working with Dayforce/Ceridian considered an asset
- Strong generalist with broad HR experience in additional areas including job classification, performance management, employee relations, labour relations, succession planning, compliance, and learning and development.
- Demonstrated ability to provide recommendations to solve HR related issues related to regulations, law and policies.
- Excellent knowledge of employment legislation, collective agreement management, recruitment techniques, policy development, techniques of training and development, and organizational design strategies.
- Strong computer skills and ability to work with Microsoft Office suite of business programs

#### How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Civida has implemented a COVID-19 Vaccination Policy. All employees, including new hires, must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated, based on a protected ground under the Alberta Human Rights Act, may request approval for an exemption and accommodation.

Send cover letter and resume to: **Human Resources email:** [careers@civida.ca](mailto:careers@civida.ca)

**Closing Date:** January 21, 2022

Competition # 2201