



**Siksika Family Services Corporation
Siksika Resource Centre
HR Business Partner - P/FT
Posting Closes – November 14, 2022**



OVERVIEW:

Reporting to the Human Resource Manager, the HR Business Partner will provide hands-on support, consultation and coaching to an assigned client group. The position partners with their assigned client group to deliver value-added service to management and employees reflecting the business objectives of the organization.

RESPONSIBILITIES:

- Build effective relationships with internal clients to understand their business goals to proactively identify and implement solutions in line with their strategy.
- Coach and advise Managers on complex and diverse employee relations issues (i.e. performance management, attendance management, disability management, workplace investigations, employee exits), including compiling and preparing evidence to support appropriate recommendations.
- Provide guidance and support to all employees on company policies, procedures and serve as the first point of contact for all HR matters.
- Manage benefits enrollment, terminations, and inquiries as well as disability and WCB claims including modified return to work programs for the assigned client group.
- Responsible for all talent management including job postings, interviews, reference checks, employment contracts and on-boarding of new employees.
- Facilitate Human Resources training programs addressing training needs of the client.
- Promote transparent communication and increased employee engagement.
- Generate employee reports, statistics and analysis as required.
- Performs other related duties as assigned.

QUALIFICATIONS/EXPERIENCE:

- A diploma or degree and/or experience in Human Resources is required.
- 2 – 3 year's progressive HR experience with a solid understanding of HR disciplines.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Excellent time management skill with a proven ability to meet deadlines.
- Must be able to travel to offices in Siksika, Calgary and Strathmore.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **Please quote position and competition number 051-2022 on Cover letter.**

IMPORTANT: All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*

PLEASE NOTE: Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.