

## Position Profile

### People and Culture Advisor

Edmonton or Calgary, Alberta

#### The Opportunity

---

**As a member of the Invest Alberta Corporation (“IAC”) team, reporting to the Director, People and Culture, the People and Culture Advisor will collaborate with team members nationally and internationally to support business activities.** Being an effective Advisor requires a significant amount of intuition, communication, foresight, and tact. You must make decisions based on sound business rationale. You are seen as a true business partner with a mindset of service and desire to help others succeed. You must manage the details well, but also understand the bigger picture and formulate strategies to help the organization as its heart beats. In this role, the diversity of responsibilities is vast and being able to juggle multiple, and sometimes conflicting priorities with a calm, thoughtful and purposeful mindset is a necessity.

#### Primary duties:

- Provide effective and comprehensive HR support on all aspects of the employment relationship for employees and leaders within assigned portfolios.
- Accountable for carrying out complex HR related duties, ensuring that employment related issues are followed through to appropriate resolution.
- Share ideas and openly communicate within the HR team and larger organization, supporting accountability and partnerships.
- Effectively collaborate and build an environment that promotes a comprehensive, responsive, and strategic approach to achieving the organization’s goals and objectives.
- Provide consultative guidance regarding HR best practice, legislation, policies, and agreement interpretation, identifying precedent and risk management.
- Coach leaders and staff on the performance review process; provide support with objectives setting and assistance with performance development.
- Promote learning and professional development activities through proactive advice, content creation, and collaboration.
- Facilitate new staff onboarding activities and make recommendations regarding changes.
- Lead through the full cycle recruitment process.
- Advise leadership on the appropriate strategies to use in managing employee relations issues such as discipline, performance, workplace conflict, etc. and escalate as appropriate.
- Interpret and apply policies with respect to salary administration.
- Advise on employee benefits plans and eligibility criteria. Resolve issues related to coverage, claims adjudication, eligibility, etc.
- Support HR departmental projects and initiatives such as the salary review process, training programs, policy, and program implementation.
- Provide support to other team members as required.

#### Team Coordination Duties:

- Function as a resource to the entire Invest Alberta team.
-

- 
- Develop, maintain, and strengthen professional working relationships across the organization and its partner network.
  - Work collaboratively with others, forging connections.
  - Discreetly manage confidential information and data – always adhering to privacy and confidentiality.
  - Actively support the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
  - Stay current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
  - Leverage technology to improve organization, communication, and efficiency.
  - Understand the Company's business model, how to create value and how change impacts all areas of the organization; be a positive change agent.
  - Actively build and maintain an inviting company culture.

## Qualifications

---

- Post-secondary degree in Human Resources or Business.
  - Five (5) to Seven (7) years of HR generalist work experience.
  - CPHR designation is an asset.
  - Experience in a small organization with an entrepreneurial mindset is an asset.
  - Comprehensive knowledge of Employment Standards, Human Rights, Occupational Health and Safety, and other applicable employment legislation.
  - Previous experience working with HR information systems and recruitment management systems considered an asset.
  - Ability to think and act strategically and creatively in a high pressure, client-oriented work environment.
  - Ability to quickly develop and grow effective, productive, and professional work relationships, gaining credibility across all levels of an organization.
  - Exceptional verbal and written communication skills combined with an ability to adjust communication style for the audience.
  - Strong facilitation skills to deliver a wide variety of presentations to diverse populations.
  - Capacity to influence without direct authority, using analytical and effective solution focussed problem-solving skills.
  - Efficient organizational and planning skills to manage a demanding schedule of conflicting priorities and deadlines.
  - Being a collaborative team player and independent problem solver.
  - Demonstrated commitment to promoting and fostering a diverse and inclusive work environment.
  - Ability to professionally manage sensitive situations and treat matters confidentially, demonstrating tact and diplomacy, consistently using sound judgement to determine when to appropriately escalate matters.
  - Adaptability to respond to changing organizational needs and HR requirements.
-

---

## About the Organization

---

IAC works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. IAC is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

## How to Apply

---

Interested in being a part of a dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by email, including a resume, and salary expectations to:

[inhouerecruitmenttyc@gmail.com](mailto:inhouerecruitmenttyc@gmail.com)

**Closing Date: Open until a suitable candidate is found.**

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: [investalberta.ca](http://investalberta.ca)

---