



SENIOR HUMAN RESOURCES ADVISOR

Are you looking for a passionate position that “promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens”? The Developmental Disabilities Resource Centre of Calgary is looking for a Senior Human Resources Advisor to role model this mission.

The Senior HR Advisor is primarily responsible for ensuring the DDRC is in compliance with all provincial and federal legislation related to Human Resources. They will also assist with the development and implementation of policies, recruitment, orientation and training, benefits, health and safety and other areas as directed. Other duties involve maintaining accurate, up-to-date HR filing systems, personnel records, and drafting reports.

Leadership skills are demonstrated by the proven ability to role model seasoned leadership skills and be recognized as a skilled and capable professional. This includes strong coaching, mentoring skills and the ability to teach others. The Senior HR Advisor will facilitate training sessions, advise and counsel DDRC staff in the administration of Human Resources policies and procedures, labour laws, performance challenges, occupational health and safety and employment practices. They will act as an advisor in employee conflict situations, and enhance a positive workplace culture that supports job satisfaction for all staff members

The Key Responsibilities of the Senior HR Advisor includes supporting the Director, Organizational Effectiveness with all transactional HR functions, assist in recruitment efforts for entry level, professional and technical job openings. They will assist with WCB reporting, appeal hearings, confidential claims management and administration of return to work programs for WCB claims. The Senior HR Advisor will guide and support employee relations issues by adhering to agency policies and procedures, respond to internal and external Human Resources related inquiries from key stakeholders and assist People Managers. Additional responsibilities include organizing and managing the HR employee life cycle from recruitment to separation.

Education/Professional Certifications and Experience:

- 4 years' experience in a Human Resources Generalist role
- Human Resources Degree
- 3 years' experience with disability management and processing WCB claims
- Aptitude in problem solving complex matters
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required

Personal qualities are shown through demonstration of values consistent with the DDRC mission. The Senior HR Advisor will be process-driven, meticulous, efficient, absolutely reliable, and a team player as well as task oriented and highly organized, able to act with a sense of urgency, with the ability to prioritize effectively while working on multiple tasks.

Please send your resume to the email address employment@ddrc.ca citing "DDRC-19-23W-Senior HR Advisor" in the subject line.

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The DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.