

JOB POSTING *for* Human Resources Manager

REPORTS TO

Executive Director, Finance & Administration

OVERVIEW

The Catholic Pastoral Centre is hiring a Human Resources Manager to support the goals of the Diocese by developing and maintaining processes and services which promote employees to work effectively in a healthy workplace. The Human Resources Manager would support all human resources functions at the Diocesan Centre and the parishes of the diocese.

RESPONSIBILITIES

The Human Resources Manager supports all people strategies including coaching, career development, internal movement, retention strategies, talent acquisition strategies and succession planning. The Human Resources Manager provides advice and counsel in identifying, evaluating, and resolving human resources issues, plans and implements all phases of human resources activity by personally performing or managing a team to handle the following duties:

Staff Development

- Works closely with the leadership team to ensure the right people with the right skills and the right behaviours are in place to successfully meet Catholic Pastoral Centre goals.
- In coordination with the leadership team manages and administers an appropriate training program for all employees. This includes leveraging other resources to provide appropriate training to identified skill gaps.
- Serves as coach to the leadership team to enhance the effectiveness of their leadership style and increase engagement of their teams.
- Monitors and ensures that the performance management process is consistent and followed by the organization's supervisors.
- Ensures managers are competent in assessing and evaluating their department staff.
- Creates and implements an effective new employee orientation program.

Recruitment

- Ensures that open positions are filled in a timely manner to support the Catholic Pastoral Centre departments.
- Utilizes multiple recruitment resources and tools to identify potential employees that fit the Catholic Pastoral Centre culture.
- Participates in the interview process for all Diocesan positions – both at the Diocesan Centre and the Diocesan parishes.
- Serves as coach and expert facilitator of the selection and interviewing process.

Employee Relations

- Creates, reviews, and implements a fair total compensation strategy for the Catholic Pastoral Centre.
- Leads and manages the development of employee wellness programs including an appropriate EAP program.
- Builds and maintains strong employee relations throughout the Centre and the Diocese (all parishes and diocesan agencies) and assists in the development of a positive organizational culture.
- Supports employees in resolving conflict situations with fellow employees.
- Develops and maintains employee recognition programs.

Human Resources Operations

- Acts as the subject matter expert on Alberta employment standards and employment law and provides guidance and support to the leadership team when it comes to employment matters.
- Ensures effective rollout and implementation of Diocesan human resources initiatives
- Creates comprehensive organizational human resources policies/procedures and monitors the implementations of these policies/procedures.
- Ensures that all personnel records are complete and secure.
- Manage the Protection of Minors and Vulnerable Adults area: Oversee compliance of the Model Code of Conduct, background screenings and safe environment training.
- Provides human resources support to clergy, lay ministers, employees and volunteers serving the CPC, Parishes, and other agencies of the Diocese of Calgary.
- Maintains a network of internal and external contacts to regularly benchmark and remain current on future trends and developments related to human resources practices.
- Support the interrelated functions between Human Resources and Finance, e.g., Payroll
- Other duties as assigned by the Executive Director of Finance and Administration.

QUALIFICATIONS

- Formal human resources related education
- 4-year bachelor's degree in Human Resources, Business Administration, or related major is preferred.
- Minimum 5 years of experience in human resources, management operations, or related professional area.
- Solid understanding and knowledge of employment legislation, human resources trends, issues, and best practices.
- Solid track record of building relationships at all levels and providing pro-active and responsive solutions to organizational needs.
- Experience in the implementation of HRIS programs, e.g., ADP
- Experience in the development of training programs for all levels of staff.
- Experience in the development of effective volunteer programs is an asset.
- Demonstrated experience supporting team leaders in addressing all human resources issues.
- Experience managing ambiguity, risk, and changing direction of strategies in partnership with Leadership.
- Strong experience with employee coaching and development.
- Professional designation (CPHR) or equivalent is considered an asset
- Excellent leadership, facilitation and communication skills
- Proficiency with MS Office products

PHYSICAL DEMANDS

- Able to sit for long periods of time, stand for shorter periods and walk around office and building as required
- Constant movements of the neck in all directions required when completing tasks
- High levels of concentration
- Able to lift up to 20 lbs. (i.e. box of paper) when required
- Use repetitive hand motion when working on computer for extending periods of time

HOURS OF WORK

8:30 am - 4:30 pm, Monday to Friday; includes a one-hour unpaid lunch break

KEY RELATIONSHIPS

Catholic Pastoral Centre Staff, Parish Staff, Clergy, parishioners, volunteers and vendors

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Code of Pastoral Conduct & Accountability for Lay Diocesan Employees

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) references (if selected for an interview your references may be contacted in advance of the scheduled interview)
- Agreement to the Code of Pastoral Conduct & Accountability for Lay Diocesan Employees (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **5 pm on Friday, January 21, 2022**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest