

People & Culture Business Partner

DATE: September 25th, 2020

LOCATION: Calgary, AB

JOB NUMBER: OOS004

TYPE: Term Position until March 2022

CLOSING DATE: Please submit applications by Friday, October 2nd, 2020 at 4:30pm to careers@glenbow.org

Why you should join Glenbow:

Be there. We are present. We listen. We step up. We show up. We meet people where they are. We earn trust by being authentic and dependable. We are here for each other and we are here for our community.

Spark big ideas. We empower our visitors and ourselves by encouraging curiosity and welcoming great questions. We imagine more possibilities and we create space for inspiration. We believe that creativity makes our world better.

Take pride. Remarkable things happen here because we work hard and we are always learning. We take time to reflect and improve on what has come before. We respect the knowledge and experience of others. We approach every challenge with integrity and humility. Our personal passion fuels our high standards.

Together is better. We welcome all perspectives. What we do is better when more diverse voices are heard. We champion a collaborative environment where people feel respected, valued and connected. We have greater impact when we work as a team.

Summary

The People & Culture Business Partner is a driver for results, utilizing data analytic reporting to support and drive process changes for efficiency and effectiveness in HR. You hold a high level of integrity and push HR best practices while supporting a creative environment. You are a true generalist with appetite to act proactively, learn new skills and fully embed in the business. If this is what you are looking for, please read on.

Responsibilities

People Support

- Partner with the business to anticipate People changes that align with business requirements;
- Schedule All Staff and Manager Meetings, actively participate to drive People alignment on process and policy throughout the business;
- Responsible for job evaluation/appeal process and maintenance of job descriptions;
- Drive and administer the performance evaluation process;
- Coordinate with the Glenbow Peer Recognition Committee for annual employee awards (special awards and service awards);
- Research, develop and administrate training programs for staff (policy training, annual Code of Conduct, H&S training etc.);
- Manage end to end onboarding process, including the paperwork for all new hires;
- Manage all leave requests.

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Benefits Support

- Administer the Health and Dental benefit portal for all employees;
- Manage all Benefits and RRSP onboarding and change paperwork for all employees;
- Create a Benefit utilization matrix dashboard for Health usage in the organization;
- Engage with all staff regarding benefits by completing webinars, lunch and learns and executing surveys;
- Enact EFAP program to digital format.

Labour Relations Support

- Ensure compliance with the collective agreement;
- Assist in preparation of Collective Negotiations.

Administrative

- Work with Payroll to update staff lists, seniority, staff awards etc.;
- Set up and maintain digital employee files;
- Compile statistics and reports as requested;
- Assist in drafting new and editing policies;
- Organize meetings, prepare agendas;
- Send reminders to managers regarding probationary reviews;
- Keep track of all term employment arrangements and ensure adherence to the Collective Agreement regarding term conditions;
- Any other assigned duties;
- Serve on various committees;
- Manage Volunteers as needed.

Recruitment Support

- Manage full cycle recruitment activities, including advertising of positions;
- Keep recruitment tracker up to date, which will contribute to the People dashboard for continuous improvement;
- Manage Careers Inbox;
- Manage, update and create robust interview support documents;
- Prepare offer letters and associated correspondence with employees.

Project Management Support

- Actively participate and manage associated project work assigned;
- Proactively work with Director, People and Culture to continue to evolve the services provided by HR.

Skills & Requirements

- University degree or College diploma in related field
- Minimum five years' experience in a Human Resources environment, with some experience working in large organizations
- Excellent organizational skills
- Excellent interpersonal skills
- Experience working in a unionized environment

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- For more ways to experience and share art outside Glenbow's walls, [click here](#)
- Visit our [Community Access At Glenbow](#) to see our commitment to expand the reach and impact of art and culture in our community

