



## HUMAN RESOURCES CONSULTANT / MANAGER

Full-Time, Permanent

### KEY RESPONSIBILITIES & DUTIES

Reporting to the Director of Partnerships, People and Projects (DPPP), this important role is focused on helping leadership and employees with day-to-day HR matters and to support the continued drive to make EOPCN an employer of choice. There is an open canvas from which to continue to build upon the excellent work over the last 3 years and to really help create a culture where our employees can excel and flourish in their chosen careers.

We need you to make sure the transactional side of the people business is provided and delivered efficiently and effectively. This means you will need to be able to deliver HR services in a timely, flexible way and be comfortable and capable of flexing between creativity, innovation, strategic thinking, and detailed operational aspects such as job description design, attraction, recruitment, retention, performance management, staff relations, etc. It really is a role where you will get to experience the full breadth of HR, Organizational Design and Organizational Development. The position is also responsible for:

- Contributing to the design, develop, implement and administer talent management strategies, policies and programs to meet current and future EOPCN business and operational priorities.
- Providing proactive support to leadership and management with all recruitment and selection requirements – job description development/up-dates, job postings, interview guides, interviewing, and reference checks, and employment contracts.
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- Performing compensation program administration including wage and salary determinations, market data reviews, develop and administer salary structures, and conduct on-going salary administration.
- Performing benefits administration, including employee enrollment, claims resolution, change reporting, approving invoices for payment and
- Administration of the annual performance review process, including providing support and coaching to managers and employees.
- Reviewing, evaluating, and analyzing EOPCN work locations/environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and/or ergonomic factors.

### QUALIFICATIONS:

- HR designation is an essential requirement (e.g. CPHR, CHRP, etc.)
- Bachelor's degree in related field (i.e. Business, Human Resources, etc.) is required
- Qualified/accredited coach is an asset



- Five to seven years' experience in a progressively responsible HR role; "generalist" experience with a wide variety of HR programs and processes
- Ability to present at executive leadership levels and to the Board
- Ability to build a strong working relationship with PCN leadership and all PCN team members
- Promote a continuous learning environment within the PCN
- Ability to work independently and in a team environment in a complex and dynamic environment, with minimal supervision

### APPLY TODAY

The Edmonton Oliver PCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

#### **Application process:**

Please ensure that your application consists of the following:

1. Cover letter that includes your motivation for applying and why you would be the ideal candidate. Also please include your compensation expectations and an up-to-date resume.
2. A response to the following statement of no more than 500 words:
  - a. What in your view are the top three strategic challenges facing our primary care network?

Please direct your complete application package to: Daryl Johnson, HR Director at [djohnson@eopcn.ca](mailto:djohnson@eopcn.ca).

#### **POSTING EFFECTIVE until a suitable candidate has been found.**

We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.