



PEOPLE SERVICES ADVISOR

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The People Services Advisor provides expertise to organizational leaders and support to the employees in all areas of Human Resources. The Advisor will work closely with the Manager, People Services and other leaders in the areas of workforce planning, recruitment and selection, leadership and talent development, compensation, employee health, safety and wellness, performance management, succession planning and employee relations.

The HR Advisor will have a strong understanding of current organizational and talent opportunities and challenges and make recommendations on the future strategic direction to enhance YW's attraction, deployment, development, engagement and retention of the right talent.

WHAT MOVES YOU

- Providing strategic HR advising aligned to People Services strategy, programs and services
- Partnering with people and teams in support of their continuous learning, success and development
- Collaborating to innovate and advance all aspects of the employee life cycle and experience
- Bringing energy and great ideas to ensure HR programs and services are seamlessly provided

WHAT YOU'LL DO

- Use deep understanding of priorities to collaborate in the identification, development and delivery of People Services initiatives.
- Build strong relationships serving as key point of contact with leaders and employees
- Proactively collaborate with leaders to provide strategic HR advice and coaching.
- Play a key role in the successful development and delivery of equity, diversity and inclusion, talent management and employee engagement programs and practices.
- Engages with leaders and employees to support all aspects of the employee experience and life cycle
- Partner in the development and implementation of YW policies, programs and processes, ensuring legal compliance and best practice adoption.
- Resolve employee relations matters through appropriate conflict resolution, performance management and disciplinary actions.
- Identify opportunities, issues and trends within teams through analyzing and interpreting related statistics.
- Use evidence-based reporting and information to make recommendations.
- Undertake special projects based on People Services Annual Work Plans, suggesting innovation to streamline workflow.
- Providing excellent customer service in a fast-paced environment.

WHAT YOU'VE DONE

- Post-secondary education: degree in business, human resources or combination of HR certificate and experience will be considered
- CPHR or RPR designation or working towards considered an asset
- 5+ years of hands-on HR advising and consulting experience
- Excellent communication and interpersonal skills
- Proven ability to develop productive relationships with both internal and external stakeholders
- Strong knowledge of all HR related up to date legislation and understanding of HR best practices
- Strong problem solving and decision-making skills, and the ability to exercise independent judgment
- Experience designing and delivering HR programs
- Highly organized in prioritizing work, multi-tasking, attention to detail, and meeting deadlines
- Professionalism, discretion, integrity, and sound judgement in dealing with sensitive and confidential matters
- High proficiency in all Microsoft Office applications and competency in using various social media platforms
- Must be a self-starter with the ability to work in a collaborative team-based environment
- Demonstrates agility through strong change management knowledge and competency

If you want to work to change lives, we want to meet you.

Competition Number: **2021023**

Deadline: **April 13, 2021**

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.