



# McMan

## Position Profile

## Director of People & Talent

[www.mcmancalgary.ca](http://www.mcmancalgary.ca)

[www.HumanEdgeGlobal.com](http://www.HumanEdgeGlobal.com)



## About the McMan Calgary and Area

On November 15, 1975, four graduates of Grant MacEwan College decided to open a group home in the inner city of Edmonton. With a vision to evoke change and contribute to the community, these individuals sought to provide support to young people who required care. This ambition ultimately resulted in the foundation of McMan Youth, Family and Community Services Association as we know it today.

Since then, the organization has evolved into a multi-regional body that serves the province of Alberta. Offering a variety of services that respond to the needs of their local communities, McMan has enabled Albertans to achieve their full potential as members of their community.



McMan Youth, Family and Community Services Association of Calgary & Area is a responsive and innovative organization making a difference in the lives of close to 3000 vulnerable children, youth, and families annually. They support children, youth and families with complex needs that can include mental health issues, addiction, homelessness, poverty, and disability by providing them with the services and supports they need to thrive. As a fundamental practice across all McMan's services, they work with individuals to help them maintain and grow relationships that can extend beyond our professional support- life-long connections that can help people sustain, and build on, their strengths and new skills.

McMan Calgary & Area has 120 highly skilled and trained staff who are passionate about its mission. Staff are committed to helping children, youth and their families to strengthen their relationships, build connections within their communities, and achieve their full potential.

McMan's [2022-2025 Strategic Plan](#) is guided by it's vision, mission, and values:

### **Vision**

*Together we transform the lives of children, youth and families through sustainable supports and connections, leading to healthy and fulfilling lives.*

### **Mission**

*To support and encourage individuals and families to achieve their full potential as members of their community.*

### **Values**

*Commitment, trust, empathy, respect, genuineness.*



## About the Opportunity

The Director of People & Talent reports directly to the Executive Director. As the Director of People & Talent, you will lead the Human Resource Team and maintain full oversight for workforce planning, recruitment and retention, compensation and benefits, total rewards, employee engagement, performance management, professional development, policy and coaching to help influence and execute business objectives. In addition, the Director of People & Talent oversees the organization's Health and Safety management program. You will be an integral member of the senior leadership team and contribute and apply your knowledge and expertise on strategical, operational, and tactical levels.

## The Ideal Candidate

You are passionate about youth, family and community and compassionate about wanting to influence the betterment of the lives of youth and families with the community. Personally, you align and support the vision, mission, and values of McMan.

You embrace a transformational leadership role within the organization and help shape a positive and productive culture. People enjoy working with you given your welcoming and inclusive nature, solid knowledge and experience, clear communication, calm demeanor under pressure and decisiveness. You develop strong internal and external relationships and partnerships with your team, the organization, vendors, volunteers and partners.

You are cautious, careful, well organized, highly perceptive and intuitive lifelong learner always seeking improvement. Your collective education combined with mature experience will enable you evaluate and effectively strategize and oversee or deliver quality people management programs for the organization. As an important contributor to the Senior Leadership Team, you possess a track record of having influenced, managed, guided and implemented change within an organization.

## Roles and Responsibilities

### ***Leadership and Administrative:***

- Oversee the establishment and maintenance of relevant HR records and reports in terms of privacy protection, and function as the designated Privacy Officer for the organization, as required under the Alberta Personal Information and Privacy Act.
- Research annual salary surveys, benchmark company compensation, advise and develop salary grids / ranges, recommend annual salary increments.
- Collaborate with the managers and supervisors in the development of job descriptions and ensure they are updated on a regular basis.
- Ensure adherence to employment standards, labour laws, internal HR policies, compliance with Collective Bargaining Agreement, and advise on any changes or improvements.
- Work with SLT to identify strategic direction and communicate and implement such information with organization managers.
- Prepare, present, and monitor the annual budget for the Human Resources department.
- Plan, develop and prepare communications materials related to HR programs.



- Work with senior leadership to develop and implement HR plans and solutions to improve performance, retention, and employee experience, achieve strategic business initiatives and deliver progressive results.
- Keep abreast of People and HR trends and latest best practices for potential application.

***Employee Relations:***

- Create a safe and open environment for people to share workplace concerns.
- Maintain a strong focus on employee relations, performance management, engagement and retention strategies and activities.
- Provide expertise and consultation including interpretation, past practice, investigations, grievance procedures and disciplinary actions regarding the collective agreement.
- Foster and advise on employee relations best practices that create positive employer-employee workplace with high level of confidence, satisfaction, and motivation.
- Investigate employee complaints and concerns.
- Develop, recommend, and oversee an annual employee satisfaction survey. Analyze and report on the results along with any recommendations that may be appropriate.
- Review, guide, and approve management recommendations for employee terminations.
- Oversee and support the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Help build leadership capabilities among management through coaching.

***Education and People Development:***

- Advise and direct new hire orientation and on-boarding procedures with the respect to the organization and for the specific departments.
- Work with your team to identify and arrange for or deliver internal and external training priorities for managers and supervisors.
- Explore with your team the development of an in-house employee training system that better enables the planning and registering of training needs and requirements for various staff.
- If required, oversee the development of a training needs assessment.

***Recruitment & People Performance:***

- Oversee the establishment and implementation of recruitment procedures and practices aimed at attracting, screening, validating, and securing quality candidates.
- Chair any employee selection committees or meetings.
- Oversee the tracking of workforce attendance and trends. Investigate attendance issues and report and provide recommendations on the prevention of chronic absenteeism.
- Oversight on workforce performance matters and trends.



### ***Payroll and Benefits:***

- Direct benefit administration including claims resolution, invoice approval, and annual reevaluation of policies for cost effectiveness.
- Oversee administration of payroll, development, and distribution of accountability and management reports and ensure compliance with labor laws and standards, collective agreement and Canterbury HR policies and procedures.



### ***Occupational Health and Safety:***

- Lead McMan's health and safety, welfare and wellness programs and ensure OH&S compliance.
- Direct and ensure satisfactory preparation for COR Audit and Certification.
- Oversee tracking of OH&S-required data and monitor for any anomalies.
- Oversee and direct the administration and management of Worker's Compensation.

### **Education and Experience**

- Post-secondary education in Human Resources, Administrative Management, Business Administration and or related field.
- Professional designations in CPHR and or SHRM-SCP.
- Additional education and experience in Leadership Coaching, PROSCI, PMP, Six Sigma is an asset.
- 8+ years' progressive Human Resources experience with at least 5 years at a senior level.
- Ideally, senior HR leadership experience in a charity, not-for-profit or other public or NGO.
- Experience in an organization with greater than approximately 50 employees.
- People and HR systems integration and alignment experience (HRIS experience as asset).
- Preferred strategic and operational experience in, talent management, total employee rewards (compensation, benefits, incentives), payroll management, performance management (identifying and addressing delinquencies or policies that foster higher performance), HR policy review and development, and coaching.
- Demonstrated experience in leveraging technology to effectively reduce HR costs and improve workforce management systems and processes.
- Experience working with, advising and or engaging with executive leadership teams.
- Excellent interpersonal skill and communication skills, verbal and written.
- Strong knowledge of employee relations practices, employment standards, law, and regulations.
- Proven experience in employee investigations, disciplinary actions, and conflict resolution.
- Independent and capable of implementing a vision amid underdeveloped infrastructure.
- Accepting the necessity to "roll up your sleeves" at times.



## **Equal Opportunity**

McMan Calgary is committed to equity, diversity and inclusion and recognizes that a diverse staff benefits and enriches the work environment and contributes to organizational excellence. We welcome applications from all qualified individuals including candidates from diverse backgrounds and those with disabilities.

## **Compensation**

The base salary will be commensurate with skills and experience. Benefits are included and will be discussed during the candidate review process.

## **Confidentiality**

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.

## **Resume and Cover Letter can be submitted in confidence:**

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