

## **Organization and Position Overview**

### **Search for the Manager of People Services**

#### **CALGARY HEALTH TRUST**

#### **ORGANIZATION OVERVIEW**

Established in 1996, Calgary Health Trust (CHT) was formed to coordinate the efforts of the then many separate health care foundations attached to individual hospitals and healthcare centres.

As a Calgary-based charity, CHT has raised funds to transform health care in Alberta by funding state-of-the-art technology, innovative programs, research and education.

Through the incredible generosity of its donors, CHT has helped to raise more than \$427 million for health care. Funds raised benefit Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital, South Health Campus, many community health programs and 12 Carewest care centres in the Calgary community.

Working closely with community partners, CHT looks to identify areas where philanthropy will have the greatest impact on health care within Calgary immediately and over the long-term.

CHT fundraising efforts focus on three healthcare priorities:

- developing world-class care;
- enhancing public and staff education about health care
- improving quality of life by accelerating research into action.

Health care touches all of us and CHT is proud to make a difference to the people they care about in particularly in the areas of:

- acute care;
- prevention and harm reduction;
- chronic pain clinic and outpatient care;
- palliative care; and
- labour and delivery and neonatal care.

CHT employs 25 dedicated professionals who work closely with Alberta Health Services and community partners to identify key priorities where philanthropic supporters will ensure excellence.

#### **THE ROLE**

---

Reporting to the Vice President of Corporate Services, the Manager of People Services is responsible for directing and leading human resource and payroll activities.

## **KEY RESPONSIBILITIES**

---

- Provide recruitment services for all positions within CHT
- Perform onboarding activities for all new hires within CHT
- Maintain master set of job descriptions for all positions at CHT
- Investigate and implement programs that will drive increased employee satisfaction and commitment levels
- Provide assistance to all staff members that wish to participate in learning and development programs
- Coordinate/perform annual performance evaluation review for all staff
- Manage and reconcile timekeeping for payroll
- Maintain knowledge of insured benefit programs
- Ensure group matching aspects of RRSP contributions is performed
- Process all staff employment changes
- Coordinate/Manage parking needs for all staff
- Work with management team to develop and maintain succession and mentoring plans for key positions at CHT
- Maintain confidential files for all employees
- Maintain constructive relationships with coworkers
- Maintain Human Resources and Administrative policies in the procedure manual
- Assist in the preparation of the annual budget for Human Resources and Administration departments
- Prepare staffing reports from the Human Resources Department to leadership team and for Governance Committee and Board of Director meetings.
- Manage staffing for the lottery activities
- Prepare presentations and lead courses for leadership team. Manage and put on webinars for staff
- Update of practices and procedures in keeping with legislation changes/requirements
- Other duties that may be assigned from time to time.

## **EXPERIENCE, QUALIFICATIONS AND EDUCATION**

---

- Minimum of 2-3 years previous Human Resources (HR) experience
- Experience working with multiple stakeholders (Board of Directors, staff, donors and community leaders etc.)
- A well rounded background with strong people skills and a proven track record of integrating and aligning people services in a dynamic environment
- Track record of effectively developing, managing and mentoring a talented team in an exciting environment
- Post-secondary education with a degree in business administration or commerce with a focus on HR or equivalent
- A Certified Human Resources Professional designation would be considered an asset

- Proficient use of Microsoft office (Excel, Word, Outlook, and PowerPoint).

#### **ATTRIBUTES AND ABILITIES**

---

- Collaborative and committed to team effectiveness and excellence
- Highly organized, to effectively manage multiple priorities at one time
- Proactive self-starter who is accountable and continually asking “what more can we do to achieve the results we want to achieve”?
- Possibility thinker not limited by perceived boundaries and barriers
- Committed to working directly with and inspiring our team
- A strong, insightful and straight forward communicator
- Outstanding reputation for integrity
- An effective leader who passionately leads and inspires a team
- Drive and ability to achieve strategic objectives and goals
- A relationship builder who has successfully established and nurtured strong relationships at all levels
- Is diplomatic with a strong sensitivity to various constituents
- Excited to work collaboratively with a committed leadership team
- Committed to getting the job done while building credibility to affect change with and through peers across the organization
- Recognized for a strong track record of astute leadership
- Confident, positive and can-do attitude, with a hands-on approach; willing to roll up his/her sleeves to get the job done
- Hard-working, hands-on, flexible, results-oriented executive capable of working on multiple projects simultaneously
- Good on his/her feet and exceptionally credible in the eyes of the organization's employees, donors, partners, vendor, stakeholders and community
- Strong working knowledge of employment standards legislation, policies and practices
- Demonstrated ability to work with highly confidential information
- Detailed oriented and demonstrated interpersonal, time management and organizational skills
- Preparation of documents related to internal employee movement, performance improvement plans, terminations, and other employee relations matters as required
- Conduct employee exit interviews, summarizing feedback for the leadership team.

#### **FOR ADDITIONAL INFORMATION**

---

- [www.calgaryhealthtrust.ca](http://www.calgaryhealthtrust.ca)
- To explore this opportunity further, please send your resume and cover letter in confidence on or before July 6, 2018 to:

Julie Thomson, Vice President Corporate Services

[Julie.thomson@calgaryhealthtrust.ca](mailto:Julie.thomson@calgaryhealthtrust.ca)

403-943-0630