



Job Posting HR & Operations Manager

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage. We are an organization that values Diversity, Inclusion, Belonging, Equity, Accessibility (DIBEA).

POSITION SUMMARY

This is a unique role that combines human resources and operations responsibilities.

As a member of EHC's leadership team, the HR & Operations Manager is a supportive team member and leader with exceptional communication skills. The HR & Operations Manager is skilled at designing and running effective processes while working in an efficient and organized manner and works as a member of the leadership team to develop operational plans and support and shape EHC's flexible workplace culture. This role is key in developing EHC's impact to enrich and invest in Edmonton's heritage.

Regular office hours are Monday to Friday, 9:00 a.m. – 4:30 p.m. with flexibility needed for longer days with occasional evening and weekend work required. The ideal start is May 23, 2023. This position is primarily EHC office-based, but workplace flexibility is important to EHC, and we are open to this discussion. The current salary range for qualified individuals is \$68,000-\$86,000/year.

KEY RESPONSIBILITIES

The HR & Operations Manager leads a team of staff and contractors to leading EHC's human resource development and operational infrastructure needs.

Human Resources Generalist

- Leads and administer Human Resource functions, including recruitment, onboarding, orientation, benefits and pension administration, terminations (resignations, retirements, releases), performance review cycle, negotiations, conflict resolution, and documentation and record keeping

Finance

- Develop and maintain administrative budget in alignment with operational needs and strategic direction from the Board of Directors (according to services and beneficiaries)
- Administrative supervision of finance functions (served by staff and contracted accountant)
- Administrative function in finance-related platforms (banking, credit card and payroll systems)

Technology Management

- Manage digital infrastructure
 - Liaison with contracted IT provider
 - Implement of IT roadmap
 - Contracts on supplemental IT development
- Manage contracts
 - IT provider
 - Telephone / internet / firewall providers

Administration, General and Board of Directors

- Oversee logistical support for meetings of the Board of Directors
- Oversee statutory obligation and compliance with all regulatory requirements
- Support development or revision of policy, procedural manuals, bylaws and related documents
- Oversight of related records retention policy

Facility Management

- Lease and billing agreements
- Insurance renewals and coverage monitoring
- Planning and execution of office upgrades
- Manage maintenance needs,

Occupational Health & Safety

- Oversee staff wellness culture program
- City of Edmonton OHS and updates to staff

AGLC Liaison and Casino Event Planning

- Communications with AGLC, including submission of required documentation
- Chair, plan, execute biennial casino event
- Compliance with and application for uses of proceeds
- Track EHC's use of proceeds history

Records Retention

- Records retention policy and procedure for digital and analog records
- Oversight on records retention procedures for
 - Active files
 - Storage files (files with disposal dates)
 - Archived files

QUALIFICATIONS

Competencies

- Experience as a Human Resources Generalist, and CPHR designation is an asset
- Experience working in the not-for-profit sector working in HR and/or Operations role
- Diploma or Degree in a relevant field of study, or equivalent combination of education and experience
- Experience in leading, coaching and developing a high-functioning team
- Knowledge of Alberta Employment Standards
- Experience with compliance requirements (Ex. CRA, Government of Alberta, and Alberta Gaming LC)
- Proficiency with financial management
- Manual and policy writing/editing
- Ability to communicate effectively with excellent written and oral communication skills

Assets:

- Awareness of Edmonton's heritage and its heritage ecology
- Understanding of the dynamic and layered histories and living traditions of First Nations, Metis, and Inuit communities living and working in the Edmonton area
- Experience in Diversity, Inclusion, Belonging, Equity, Accessibility (DIBEA)

- Experience with contract negotiation and writing
- Strong working knowledge of Microsoft Office, Windows and Mac operating systems
Knowledge of basic hardware components and common software application
- Experience with enterprise systems (CMS) and customer relationship management (CRM) tools

Personal Competencies

- Ability to appropriately handle sensitive and confidential materials and information
- Ability to manage priorities, make decisions that are timely, appropriate
- Ability to plan, implement and evaluate
- Ability to design efficient systems and to follow established processes
- Creative problem-solving skills, a desire for learning and growth
- Strong interpersonal communication skills for internal and external relationships
- Ability to work collaboratively and independently

Interested candidates, please email resume and cover letter as a single PDF attachment by 12:00 p.m. on 8 May 2023 to:

Mary Schuurman, Operations Manager
Email: mschuurman@edmontonheritage.ca

EHC is an equal opportunity employer. We encourage diversity and welcome applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.