

People and Culture Manager

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarship programs.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others. We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant, and sometimes quirky team that works, laughs, cries, eats, plays, and celebrates together.

Kids Cancer Care is a place of belonging and acceptance for children and families affected by cancer. We value diversity and the different perspectives and innovative thinking it brings. We like to surround ourselves with creative, kind, and passionate people and we welcome all qualified persons regardless of differences in physical or mental ability, gender identity or sexual orientation, cultural or religious beliefs, or ethnic origins. We realize that what makes us unique makes us remarkable. We believe in the power of diversity and are dedicated to creating an equitable, diverse, and inclusive environment at all levels of the organization. For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

Kids Cancer Care is looking for a People and Culture Manager. This is a permanent, full-time position (1.0 FTE) reporting to the Chief Executive Officer (CEO). Kids Cancer Care offers a competitive salary and benefits package.

Position Overview

The People and Culture Manager provides leadership and operational support to the CEO, Operations Committee, Directors, managers, and employees to support high levels of engagement and performance. This role is a managerial position responsible for a broad range of functions including compensation, employee benefits, performance

management, recruitment and retention, succession planning, employee growth and development, workforce planning, health and safety, and employee relations.

Key Areas of Responsibility

- Provide and maintain human resources programs, systems and support to Kids Cancer Care leaders, managers and employees that support the mission and values, strategic plan and objectives, and departmental goals.
- Advise and support the CEO and Operations Team on proactive organizational development and human resources strategies to develop, implement and lead high-performing and engaged teams.
- Develop and maintain employee attraction and recruitment programs that support the attraction and retention of skilled and engaged employees while ensuring the commitment to diversity, inclusion, and freedom from discrimination.
- Advise on matters related to compensation systems and employee benefits plans as an essential component of Kids Cancer Care's promise of competitive compensation.
- Advise on matters related to performance review systems, employee growth and development programs, and employee recognition programs.
- Provide counsel and advice to managers, and employees where appropriate, on employee relations. This may include policy interpretation, conflict resolution, and performance improvement.
- Support employees in obtaining value from the employee benefits plan including management of short- and long-term disability cases.
- Develop, maintain and support Personnel Policies including updates, as appropriate, to address changes to legislation including employment standards and as well as addressing emerging trends in employment law, and best practices in the not-for-profit sector.
- Support the occupational health and safety program promoting employee safety and wellness and ensuring full compliance with legislation.
- Develop and oversee the onboarding program to support a keen sense of welcome and engagement for new employees, to familiarize them with policies and procedures, and to provide essential resources that support their future success.
- Work collaboratively with the Chief Financial Officer and Payroll and Accounting Specialist regarding selection and oversight of HR systems including payroll providers, employee benefit plan providers and consultants, police check providers, and related vendors.
- Support the Camp team and Payroll and Accounting Specialist on matters related to Workers' Compensation claims.
- Research and make policy recommendations to the CEO regarding flexible work programs, employee wellness initiatives, vehicle policies and insurance, employee growth and development programs and other HR strategies.

- Provide budget recommendations about human resources-related systems, programs, and requirements.
- Support meaningful employee recognition strategies and social committee programs to support Kids Cancer Care's promise of a healthy, fun, and vibrant work culture.
- Ensure a strong communication system that ensures the team is informed of policy changes, growth and wellness options, and opportunities to provide input.
- Provide insight into the experience of people and culture through analytics and key performance indicators.
- Other HR-related duties that arise from time to time.

Education and Certifications

- Degree or diploma in Human Resources or other related discipline.
- Certified Human Resources Professional (CHRP) is an asset.
- Minimum of five years of progressive work experience in human resources, preference for experience in the not-for-profit or charitable sector.
- Minimum of three years of formal or informal leadership experience, including supervising a team.
- Advanced user of Microsoft Office programs and previous experience with Human Resources Information Systems.
- Occupational Health and Safety training certification.

Industry Knowledge

- Knowledge and understanding of HR legislation including the Alberta Employment Standards Code, Alberta Human Rights Act, Alberta Occupational Health and Safety Act, and Alberta Personal Information Protection Act.
- Knowledge of HR policies, standards and practices, extensive knowledge of CRA payroll and benefits legislation and systems.
- Proven experience in developing and implementing organizational frameworks for compensation, performance management, training and development, engagement, and retention.
- Previous experience in the not-for-profit sector is an asset.

Other Requirements

- Mature and enthusiastic individual who demonstrates leadership and professionalism.
- Excellent decision-making, critical thinking, problem-solving, conflict management, interpersonal and time management skills.
- Ability to maintain confidentiality and manage highly confidential matters with appropriate documentation standards.
- Excellent oral and written communication skills including the ability to articulate complex matters verbally as well as proficiency in writing.

- Demonstrated empathy, approachability, and ability to listen and hear the needs of others.
- Well-developed time management skills with the ability to work under pressure and prioritize competing demands.
- Social media awareness and proficiency.
- Ability to recognize situations and exercise sound judgment in assessing which matters should be brought forward for resolution or decisions.
- Demonstrated ability to work independently or as a member of an interdisciplinary team in which the skills and roles of each member are recognized and respected.
- Models Kids Cancer Care's commitment to collaboration and teamwork fostering relationships with leaders, managers, employees, and partners in support of the mission.
- Self-motivated and results-oriented.
- Criminal Record Check.
- Valid Class 5 Driver's License.

Closing Date

The closing date is Friday, May 10, 2024 at 4 pm.

Applications

Please send a cover letter and resume with **People and Culture Manager** in the email subject line to:

Ms. Tracey Martin
Chief Executive Officer
hr@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
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Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.