



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Human Resources Information Governance Lead

<b>Job ID</b>	<b>73281-en_US-1827</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=73281-en_US-1827">https://careers.indigenous.link/viewjob?jobname=73281-en_US-1827</a>	
<b>Company</b>	TC Energy	
<b>Location</b>	Calgary, AB	
<b>Date Posted</b>	From: 2020-09-23	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

Human Resources Information Governance LeadReference Code: 73281 Location: Canada (CA) - Calgary, AB

Job Category: Human Resources

Employment Type: Employee Full-time

Relocation Eligibility: This position is not eligible for our relocation program

Application Deadline: 10/06/2020 We all need energy. It warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. At TC Energy, our job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously.

Guided by our values of safety, integrity, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities.

We're proud of how our hard work and commitment sets us apart and benefits society, every day. We're looking for new team members who share our values and are ready to take on exciting challenges. The opportunity Our Human Resources Team is evolving to meet the needs of our business and we are expanding our presence in Calgary, AB. Reporting to the Manager, HR Services you will be responsible for day to day operational oversight of the HR Information Governance (HRIG) function within HR Services. The HRIG team enables the HR department to manage HR information and knowledge content to meet business needs. The team is also responsible for governing and maintaining employee records and repositories of HR documentation. In this role, you will manage the governance and standards for the HRIG processes. In addition, you will lead the team to execute HR communications strategies supported by the Communications team to ensure alignment to our HR priorities. You will be a key partner with the broad HR team to ensure effective support and delivery of services and HR information. What you'll do

- Lead development and execution of HR information governance strategy including policies, standards and practices, ensuring alignment with corporate requirements
- Collaborate with HR partners and Corporate Communications to support execution of HR communication plans and initiatives
- Collaborate with subject matter experts from functional areas across the HR organization to identify communication strategy and support content development, ensuring alignment to HRIG standards and structure for the ideal user experience
- Knowledge Management - develop and maintain standards, processes, and templates to maintain and publish consistent, quality HR information and content to ensure an optimal user experience
- Responsible for design and structure of HR online content within HR ServiceNow Knowledge base and the TC Energy intranet site to meet the evolving needs of our organization's employees and leaders
- Maintain HR information published for employees and leaders within the organization, ensuring adherence to governance requirements, consistency in language and communications/brand standards
- Develop scorecards and reporting to measure effectiveness of published content and user experience, team progress and performance to service level objectives
- Manage the delivery and support of HR records management in support of the business needs. Oversees procedures and audits to ensure sustainment and security of records and documents, adhering to retention schedules
- Responsible for repository governance and security management across all repositories & manage breaches,

audit access to systems and documents

- Develop and maintain process documentation and provide training on HR repository tools and systems (MS teams, SharePoint, FileNet, HR ServiceNow knowledge base, intranet site)
- Foster a high-caliber customer service environment, providing direction on daily prioritization of work and provide guidance, coaching and support for the team to drive high quality work
- Participate in ongoing training and learning opportunities as well as projects or initiatives

#### Minimum Qualifications

- College or University degree in Human Resources, Communications, Business or a related field
- 6+ years of Human Resources, Communications or relevant experience
- Significant experience leveraging technology, including relevant systems and tools to achieve communications goals

#### Preferred Qualifications

- Experience with SharePoint and HR ServiceNow is considered an asset
- Excellent interpersonal skills with a customer service focus and proven ability to work effectively with cross-functional teams, building strong and collaborative working relationships
- Demonstrates ability to collaborate across HR and Communications to set a communications strategy related to HR priorities
- Strong verbal and written communication skills with knowledge and experience in a broad range of communications tools, and tactics to deliver high-quality communications materials
- Resourceful self-starter with the ability to self-direct, work independently and manage multiple responsibilities
- Solid organization skills with attention to detail, and time management skills to consistently deliver while managing competing priorities in a high-paced, deadline-driven environment
- Problem solver with critical thinking skills including an aptitude to adapt to change and thrive in a dynamic and complex organization
- Demonstrates initiative and is highly motivated to work in an open, team environment, employing a collaborative, continuous improvement mindset
- Highly proficient in the Microsoft suite, particularly SharePoint Online, PowerPoint, Word and MS Teams

#### About our business

TC Energy (formerly TransCanada) is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states.

Our 4,900-kilometre (3,000-mile) liquids pipeline system connects growing continental oil supplies to key markets and refineries. The Keystone Pipeline System delivers approximately 20 per cent of western Canadian exports to key refinery markets in the U.S. Midwest and Gulf Coast, where it is converted into fuel and other useful petroleum products.

Apply now! Apply to this posting by 10/06/2020 using reference code 73281. You must apply through our jobs system at [jobs.tcenergy.com](https://jobs.tcenergy.com). Only applications submitted through our system will be acknowledged. Applications may be submitted using a mobile device or a desktop / laptop computer. TC Energy is an equal opportunity employer. Learn more Visit us at [TCEnergy.com](https://TCEnergy.com) and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. \* Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder. \* Applicants must have legal authorization to work in the country in which the position is based with no restrictions. \* All positions require background screening. Some require criminal and/or credit checks to comply with regulations. \* TC Energy is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting [careers@tcenergy.com](mailto:careers@tcenergy.com).

For more information, visit TC Energy for Human Resources Information Governance Lead