



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

HR Business Partner - Diversity, Inclusion And Engagement

Job ID	A3-3D-7B-F5-A6-25	
Web Address	https://careers.indigenous.link/viewjob?jobname=A3-3D-7B-F5-A6-25	
Company	Chartered Professional Accountants Of Alberta	
Location	Calgary Or Edmonton, Alberta	
Date Posted	From: 2021-06-16	To: 2021-12-13
Job	Type: Full-time	Category: Human Resources
Languages	English	

Description

The Role

Reporting to the Director, Human Resources, the Diversity, Inclusion and Engagement Business Partner operates as a trusted advisor who consults on the needs of the organization and recommends relevant solutions.

Working closely with the HR Director, senior leadership and the Anti-Racism Working Group, the role is responsible for providing skilled thought leadership, guidance and insights to execute on initiatives aimed at moving the organization toward progress on internal diversity and inclusion efforts.

As an integral part of the Human Resources team, this role is also responsible for supporting the development and execution of HR initiatives that drive employee engagement.

Key Responsibilities

Diversity and Inclusion:

- Draw upon internal and external Diversity, Inclusion and Engagement data and insights to create, implement and operationalize programs and initiatives that support progress on internal diversity and inclusion goals
- Develop innovative approaches to launching initiatives that create and foster a culture of inclusion and belonging
- Serve as the subject matter expert on all Diversity, Inclusion and Engagement related topics using qualitative and quantitative data and evidence-based best practices to drive results
- Be a skilled facilitator with the ability to navigate conversations and collaborate with all levels of the organization
- Work closely, and in collaboration, with CPA Alberta's Anti-Racism Working Group
- Establish strong relationships to be a trusted advisor on all Diversity, Inclusion and Engagement matters
- Advise and support the creation of communications for Diversity, Inclusion and Engagement Initiatives
- Support the integration of identified issues into organizational processes for systemic change.

Engagement:

- Lead the organization's bi-annual Employee Engagement survey, including:
 - o work closely with an external consultant in preparation for and launch of the survey
 - o review and present key findings to senior leadership and business unit leaders
 - o translate recommendations into planned actions and outcomes
- Regular review and evaluation of HR engagement initiatives and programs including Rewards and Recognition and High Five Recognition Programs, to ensure they remain effective and aligned with current best practices
- Identify opportunities and methods to drive engagement through effective utilization of the intranet
- Annual reporting of effectiveness of engagement initiatives and programs

Requirements

- Bachelor's Degree (BA, HR) or post-graduate Certificate in Human Resources Management
- A minimum of 5 years progressive prior work and experience in Human Resources specializing in Diversity, Equity, & Inclusion program management
- Demonstrated project or program management experience with the ability to effectively drive execution of assignments through to completion
- Excellent communication skills; ability to influence and build trusting relationships
- Experience collaborating across multiple stakeholder groups

- â€¢ Experience utilizing qualitative and quantitative data to make recommendations and measure impact
- â€¢ Knowledge of key HR practices, Talent Management processes and local employment laws
- â€¢ Comfort with ambiguity and the ability to thoroughly research options in terms of risk and consequence prior to making recommendations
- â€¢ A CHPR or other HR certification/designation is an asset

Competencies

- â€¢ Value and Ethics
- â€¢ Teamwork and Adaptability
- â€¢ Organizational Awareness
- â€¢ Communication
- â€¢ Results Management
- â€¢ Analytical Thinking
- â€¢ Judgment
- â€¢ Planning/Organizing

Technical

- â€¢ Advanced level of proficiency in Microsoft Excel
- â€¢ Intermediate level of proficiency in Microsoft Outlook, Word and PowerPoint

CPA Alberta acknowledges that those doing effective EDI work may build their knowledge, skills, and competencies in a number of ways. We welcome candidates from a breadth of backgrounds that bring the experiences, competencies and skills outlined above.

Working Conditions

Some travel may be required between the Calgary and Edmonton offices

Some overtime may be required from time to time to meet business objectives

Location: Edmonton or Calgary Office (in response to the COVID-19 pandemic, CPA Alberta has an interim remote work environment)

Equal Employment Opportunity Statement

In its commitment to an equitable, diverse, and inclusive workforce, CPA Alberta welcomes applications from all qualified persons. We encourage members of equity groups (women, Black, Indigenous peoples, visible minorities, persons with disabilities, and LGBTQ+); and all those who may contribute to the further diversification of the organization to apply.

Please notify us if you require accommodation at any time during the recruitment process.

How to Apply

All applications are submitted online visit our website at: <https://www.cpaalberta.ca/About-Us/Careers-at-CPA-Alberta>

Click Apply Now!

DEADLINE: Posting will remain open until the position is filled.