

**Human Resources Manager  
Full Time (35 hours per week)  
23-008NCFRC**

**Are you looking to make a difference in your community?  
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

**Norwood provides the following:**

- Great benefits plan
- 6 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 3 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

The Human Resources Manager will be responsible for the Human Resources function within Norwood which includes full cycle recruitment, policy maintenance, employee relations, orientation, total compensation, and acting as an advisor for the leadership team.

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

**Reporting to the Operations Director, the Human Resources Manager is responsible for the following:**

- Executing full cycle recruitment and onboarding process
- Keeping current with existing and proposed laws and regulations affecting HR practices including Employment Standards, WCB, AB Human Rights, Occupational Health and Safety, etc.
- Advising employees and supervisors on the interpretation of policies and procedures
- Coordinating the process when employees go on leave or exit the agency
- Acting as a trusted advisor to senior management
- Analyzing trends and metrics to identify issues and develop effective HR solutions, programs and policies in response
- Providing coaching and training on topics such as performance management, conflict resolution, change management, etc.
- Managing procedures regarding workplace investigations, progressive discipline and termination

**The ideal candidate will possess the following qualifications:**

- Diploma or degree in Human Resources Management
- Minimum of 5 years' experience working in a Human Resources function
- Minimum of 2 years' experience providing HR advice at a leadership level
- Experience in full cycle recruitment, policy maintenance, employee relations, orientation and total compensation
- Intermediate level proficiency in Microsoft Office
- A well-defined sense of diplomacy, including conflict resolution and people management skills
- Strong interpersonal and communication skills with a demonstrated ability to build strong, trusting relationships
- A valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case-by-case basis*)

**The following qualifications are considered an asset:**

- CPHR designation
- Experience working in a non-profit environment.

The starting hourly range for this role is \$31.91 - \$35.91 per hour (\$58,076 - \$65,356 per year) based on a 35-hour week.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: [careers@norwoodcentre.com](mailto:careers@norwoodcentre.com)

**Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.**

Please include HR Manager, 23-008NCFRC in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

*COVID-19 vaccinations are mandatory for all Norwood staff and practicum students. Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated on the basis of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the agency.*