



HR Business Partner

About the Role

Alberta Indigenous Opportunities Corporation (AIOC) bridges the gap between Indigenous groups seeking commercial partnerships in major projects and their financial capacity. AIOC has been delegated the authority to provide up to \$3 billion in loan guarantees to reduce the cost of capital for Indigenous groups and to support their ability to raise capital to invest in natural resources, agriculture, telecommunications, transportation, healthcare and technology projects.

- **Vision:** Indigenous Peoples are important drivers of and key partners in Alberta's natural resources, agriculture, telecommunications, transportation, healthcare and technology sectors.
- **Purpose:** To drive Indigenous prosperity and independence through investment and active participation in Alberta's natural resources, agriculture, telecommunications, transportation, healthcare and technology sectors.
- **Strategy:** As an economic ecosystem catalyst, AIOC facilitates Indigenous investment and partnerships in development of Alberta's natural resources, agriculture, telecommunications, transportation, healthcare and technology sectors.

Reporting to the Chief Executive Officer, and supporting a team of executives, leaders, and individual contributors at all levels, this position is a partner to the people and organizational effectiveness functions at the AIOC.

As the HR Business Partner, the position will support the execution of human resource plans and objectives for the AIOC. You will work closely with the management team. Accountability will include implementing human resource programs and initiatives and developing strategies and tactics to address specific human resources issues. Core functions will include consulting with respect to change management, human resources metrics, labor forecasting, succession planning, employee relations, dispute resolution, organizational design and market-based compensation systems.

Key Responsibilities

- Employee Relations
 - Provide quality advice and interpretation related to legislation and Human Resources policies.
 - Advise, consult, and/or coach in employee relations matters including performance management, workplace investigations or disciplinary actions. Facilitate the resolution of complex workplace disputes.

- Coach and advise managers in the interpretation and application of company organizational policies and procedures as well as all related employment legislation.
 - Coach and support managers and employees by utilizing problem solving skills to resolve general employee relation issues and disputes.
 - Act as first point of contact for managers regarding employee performance concerns.
 - Partner with managers in regard to employee terminations, redeployments etc.
 - Facilitate resolution of employee behavioral concerns such as progressive discipline/corrective action, conflict resolution, and code of conduct complaints by working with managers and employees.
 - Serve as a confidant to the CEO by proactively advising on various scenarios that may require focus or action.
 - Develop and implement HR policies and procedures that reflect best practices and align with AIOC's values.
- Talent Management
 - Providing coaching and support to management regarding recruitment and selection of top-tier talent in the space of Indigenous economic investment, advancement, and reconciliation
 - Advance existing recruitment processes and tools to elevate AIOC's employer brand
 - Manage administrative procedures (e.g. creating, reviewing and placing job postings, short-listing candidates, conducting interviews, reference checking, and employment offer letter etc.) supporting the entire Talent acquisition process.
 - Build and maintain strong relationships with external partners, educational institutions, and industry networks to enhance AIOC's talent pipeline.
 - Tracking and measuring all recruitment activities and reporting these metrics as defined.
 - Lead the administration of new employee integration programs to ensure program effectiveness and overall accountability from all stakeholders.
 - Tracking and measuring all voluntary and involuntary turnover and reporting these metrics as defined.
 - Provide consultative advice and guidance to managers in the following areas:
 - Forecasting workforce needs
 - Succession planning
 - Identifying high potential employees, and developing suitable career paths and employee development plans
 - Conducting exit interviews and providing appropriate feedback to managers

- Compensation Analysis
 - Collaborate with finance and leadership to develop and manage compensation budgets.
 - Providing guidance and support regarding compensation decisions as per organizational guidelines.
 - Provide guidance on compensation practices and ensure equitable application of practices across the organization.
 - Stay informed about Government of Alberta benchmarking, public service and industry trends, as well as emerging practices in compensation and benefits. Conduct market analysis to ensure AIOC's compensation and benefits packages remain competitive and align with industry standards.
- Performance Development
 - Guide managers through the performance management processes, including goal setting, KPI development, feedback, and coaching plans.
 - Support performance improvement initiatives, career pathing, and high-potential talent development programs.
 - Provide guidance on performance feedback, coaching, and talent development initiatives.
 - Monitor and assess the effectiveness of performance management programs, making recommendations for continuous improvement.

Candidate Profile

Education:

- Undergraduate degree or college diploma in related field (i.e., Human Resources Management, Business Management) is required
- Certified Human Resources Professional designation or progression towards the designation is required

Experience:

- 5-8 years of broad-based HR experience with progressive HRBP experience providing advice, counsel and coaching to senior leaders with the ability to influence and champion effective leadership and change, developing strong business partnerships to support achievement of business objectives preferably in a Crown Corporation, public service, or consultative setting is preferred.
- Proven experience and exposure to working with members of Indigenous organizations or communities, and completion of relevant Indigenous awareness education or training is an asset.
- A general knowledge of relevant employment legislation, regulations and guidelines applicable to both the people functions and to the business of AIOC.

Qualifications

- An understanding of Indigenous communities and culture, as well as the broad range of stakeholders that AIOC interfaces with is an asset.
- Proven track record of internal and external relationship-building, influencing and cross-functional partnership skills to drive stakeholder buy-in and sponsorship for talent program/process strategies
- Strong leadership in providing information, advice and support to staff on requests, requirements, and projects and garnering information from a wide range of sources on short notice within tight timeframes.
- A strong ability to respectfully and professionally influence and support indirect relationships (who may be at a higher classification) to achieve required outcomes.
- Experience managing sensitive issues and information through having a high level of political acumen, privacy, and confidentiality; and with a sense of integrity and discretion.
- Effective organizational, conflict and issues management skills.
- Effective planning and project management skills.
- Strategic, systems thinking, analytic, and conceptual skills.
- Exceptional written and oral communication skills (including electronic) including editing and proofreading skills to ensure accuracy; strong attention to detail required.
- Superior time management skills and able to manage multiple priorities within constrained timelines with competing interests through effective organizational and problem-solving skills that require managing multiple projects and multi-tasking.
- Flexibility to accommodate changing priorities in a fast-paced environment.
- Ability to "think outside the box" has a proven record of accomplishment of creative and innovative problem solving and flexibility.
- Able to work flexible hours.

How to Apply

To apply to this role interested candidates are invited to submit their application, including a cover letter and resume, detailing their qualifications and experience to **Phelps** by clicking here:

<https://jobs.crelate.com/portal/phelpsgroup/job/gj6qdg3kz4w5c6cntqbmnp8wda?crt=1758653360138>

