



## Senior Human Resources Advisor – Overview

The Senior Human Resources (HR) Advisor leads HR activity is responsible for talent acquisition, talent management, employee relations, labour relations, performance management, and change management with a focus on addressing challenges at the functional and organizational level. Partnering with senior leaders, the role creates and implements HR strategies and plans to support the business. This position will also assist and provide backup coverage for the Senior Payroll Analyst.

**Location:** Full-time permanent position located at Canlin’s downtown Calgary office

## Senior Human Resources Advisor – The Role

- Work with people leaders on recruitment, onboarding/offboarding employees, employee relations, conflict resolution, performance management, investigations, HR policies and programs
- Provide HR expertise and guidance to leaders and employees on a variety of employee relations issues
- Ensure that the organization is compliant with company employment policies and employment legislation
- Work with management to respond to grievances and assist with union negotiations as required
- Work with internal stakeholders to establish a broader engagement strategy
- Serve as a champion to promote a culture of people growth and development
- Lead and provide functional knowledge on performance management and progressive discipline
- Manage, deliver and implement change management initiatives as required
- Represent Human Resources as a member of various working groups or committees as needed
- Research external market data and metrics to support HR program effectiveness
- Work diligently to identify process improvements that will simplify HR practices
- Maintain confidentiality of HR information
- Provide back-up to the Senior Payroll Analyst with payroll processing and administration, when required.

## Senior Human Resources Advisor – The Person

- Intermediate level of Human Resources experience (i.e. 5-10 years)
- Post-secondary education in Human Resources, business administration, or a related field
- CHRP (Certified Human Resources Professional) designation preferred
- Union experience would be an asset
- Experience in the oil and gas industry preferred
- Experience with Microsoft Word, Excel and PowerPoint, Payworks and Qbyte
- Strong analytical skills and attention to detail
- Strong interpersonal and communication skills
- Adaptability and flexibility to prioritize tasks
- Initiative to identify process improvements
  
- Remuneration commensurate with experience
- Excellent health and dental coverage, bonus program, pension plan etc.

## **Senior Human Resources Advisor – The Company**

Canlin Energy Corporation is a privately held, long reserve life, natural gas weighted producer in the Western Canadian Sedimentary Basin. Our E&P business produces over 40,000 boe per day from predominantly operated wells, infrastructure and facilities. Canlin's key priorities are running a safe and sustainable business, focusing our portfolio, improving productivity, generating value from our midstream assets and investing for growth and value

Please visit us at [www.canlinenergy.com](http://www.canlinenergy.com) to learn more about our operations.