



Position Specification

Director, People and Culture

Okotoks, AB

Confidential





Organization Description

Strathcona-Tweedsmuir School (STS) is a co-educational independent school community for Kindergarten - Grade 12 that develops well-balanced students for a life of purpose by inspiring excellence in scholarship, leadership, and character. STS' tradition in educational excellence spans more than 100 years and they are a leading educator recognized nationally and internationally for delivering exceptional programs in a unique setting, with an enduring sense of community.

Values are fundamental principles and beliefs that serve as implicit criteria guiding all actions and decision-making. STS' values include:

- **Curiosity**... as the first step in deep learning and innovative thinking.
- **Creativity**... as an authentic and entrepreneurial expression of self in relation to problem-solving.
- **Respect**... for ourselves, others, and the earth as a fundamental commitment to how we live our lives.
- **Kindness**... as the well-spring for our shared sense of belonging.
- **Pluralism**... so we are open to, respect, and engage with diversity of thoughts, feelings, and people.
- **Humility**... in order to open ourselves to life-long learning and grow as human beings.
- **Integrity**... living every day with honesty and strong moral principles.
- **Joy**... as an inner feeling that celebrates personal success, well-being, and beautiful moments.
- **Excellence**... as the outcome of giving our best every day.
- **Resiliency**... through the hard work of learning to endure challenges and become stronger.

STS is set on a 220-acre country campus and is home to state-of-the-art facilities that support teaching and aim to enrich and optimize the learning and personal development of the students. With 90 co-curricular activities offered, 35 sports teams, and 100% active student participation in community service, STS shows a dedication to the profession, the community, and a connection to others that persists as students become future leaders and citizens.

To learn more, visit strathconatweedsmuir.com



Scope and Responsibilities

Our client is looking for a key contributor and leader in the educational environment who is flexible and able to adapt as the role evolves. They are looking for an energized, versatile, and strategic HR leader that has the ability to see the big picture and develop fundamental HR best practices. This role requires a proven HR professional who thrives on finding and delivering solutions to challenges, is technologically savvy and embraces innovation, change, and transformation.

In this newly created and expanded role, the Director People & Culture will report to the CFO and will work closely with the Senior Leadership Team. The Director will be accountable for all aspects of the Human Resources function from HR strategy and planning to hands on talent management (recruitment, retention, and development), total rewards, payroll, onboarding, training as well as business advisory support (workforce planning, policy interpretation, dispute resolution, etc.). The role also has responsibility for HR policy development and deployment, standards, templates and records management as well as HR auditing practices. The Director will ensure quality HR services are effectively meeting the needs of the school and delivering on commitments to its 142 employees. This role is instrumental in defining the culture and creating an environment that makes STS the best organization to be a part of and enable every employee to succeed in their role and career.

Specific Responsibilities

This is a critical role in STS' continued success and growth. The role is accountable for the following:

- Collaborate with the Senior Leadership Team to achieve all HR related strategic and operational objectives;
- Develop succession plans for all roles within the organization;
- Advise Principals, Directors, and other leaders on workforce solutions, emerging trends, issues, risks and opportunities for organizational development and improvement;
- Collaborate with the CEO to assess the short/long-term workforce requirements of the school and support the school in identifying high potential individuals, as well as implement career development plans to enable employees to increase their skill levels;
- Develop, recommend, communicate, and evaluate HR and compensation policies and procedures, guidelines and templates to meet operational and employee needs;
- Develop, implement, and maintain compensation and benefits program;



- Monitor organization for compliance with internal human resource policies and practices, and with relevant labour and employment legislation;
- Develop and monitor HR budget, goals, and action plans;
- Coordinate the hiring of all employees;
- Establish standards, practices, and a framework of policies, procedures, and methodologies for all reporting areas to support and optimize a streamlined, integrated, and consistent service delivery model;
- Implement the necessary controls to identify and mitigate risks in all areas of accountability; and alert the CEO and the Executive Director of Finance and Operations to critical issues as they emerge, making recommendations for action;
- Lead and manage HR related investigations; develop and maintain HR hot-line capabilities and an investigation program;
- Use relative HR metrics to identify, analyze, and report on trends. Recommend strategic actions to support the school;
- Provide leadership, direction and general management of the HR program, including selection, coaching, mentoring, development, performance management, employee relations, and all other people management practices;
- Coordinate the review and organization of school policies and handbooks;
- Develop and maintain contracts with HR vendors and temporary employees, as needed;
- Work with external legal counsel and other subject matter experts, as requested by the CEO;
- Establish on-going communication and foster collaboration within the school to synergize and share best practices, identifying learning opportunities; and,
- Other related duties as assigned by the CEO and/or CFO.





Desired Candidate Abilities, Background and Experience

Given the role this individual will play in STS' continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

Education

- An undergraduate degree in Business Administration, Commerce (HR Management) or similar; and,
- CHRP and/or CPM designation would be preferred.

Experience

- 10+ years of progressive experience in a professional human resources role and a proven track record of success;
- Education industry experience is preferred;
- Most likely a generalist/HR Business Partner background supporting operations (well rounded);
- Solid understanding of all facets of HR including compensation and benefits, talent management, talent acquisition and development, business partnering, HR strategy, and workforce planning;
- Experience leading payroll would be ideal;
- Thorough knowledge of human resource management principles and best practices;
- Comprehensive knowledge of all provincial employment standards, regulations, and legislation;
- Strong project management and change management skills and experience;
- Experience conducting harassment and other workplace investigations;
- Proven ability to work effectively in a dynamic environment while managing multiple demands and priorities; and,
- Technologically savvy, experienced with HR systems, AI etc.

Personal / Professional Attributes

- Strong HR service delivery and operational excellence;
- Demonstrated ability to work collaboratively with senior leadership, other departments and business partners in order to streamline operations and facilitate exceptional employee support;
- Excellent written and verbal communication skills;
- Excellent organizational and time management skills with a passion for data (analyzing and acting on it), reporting results, and storytelling;
- Professional, diligent, and firm with high ethical standards;
- Forward-thinking with the ability to positively influence organizational change;
- High degree of personal accountability;
- Strong analytical and problem-solving skills;
- Strategically minded but with a bias for getting things done and being hands on;
- Confident, energetic, and comfortable expressing an informed viewpoint; and,
- Passionate, innovative, and up for a challenge and is ok with ambiguity.



Attractions

This role provides an opportunity to:

- Join a leading educational institution that is well positioned and in solid financial shape, and that is poised for continued growth and development;
- Take on a visible role at STS and have a significant and long-lasting impact;
- Be part of a team of intelligent, committed and passionate professionals all dedicated to preparing students for their future;
- Be part of a rich learning environment that engages and inspires students, faculty, staff, and community; and,
- Continue to build the HR function both strategic and hands-on, utilizing all of your skills and experiences.

Contact Information

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