**Position Profile**

For detailed instructions on how to complete the Position Profile please refer to the [User Guide](http://hdms.huskyenergy.ca/Livelink/llisapi.dll/open/59294695%20).

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| **POSITION OUTLINE** |

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| **Position Title:** | Sr HR Advisor, Retirement | |
| **Department:** | Human Resources | |
| **Location** *(city/site)***:** | Calgary, AB | |
| **Reports To (Position):** | Manager, Human Resources, Business Partners | |
| **Title (and #) of Direct Reports:** |  |  |
| **Date Revised:**  *(Select today’s date)* | **6-Nov-12** |  |
| **Safety-Sensitive:** | No | |

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| **POSITION SUMMARY:** | In this role, you will be responsible for the administration of employee life cycle events and the associated personnel actions. This includes the maintenance of data in SAP HR and other HR systems, HR data reporting and all supporting administrative duties. You will act as the point of contact for both employee queries and business unit support. | |
| **CORE RESPONSIBILITIES:** Identify and describe 3 – 7 core areas of responsibility.  *(add more rows as needed)* | | **Estimated**  **% time** |
| * Talent Management:   - Drive the company's Succession Management and Career Development programs  - Work collaboratively with the Recruitment Advisors to recruit top talent for the organization  - Provide best practice advice on organizational design and change management  - Act as a champion for the company's Diversity and Respectful Workplace programs, ensuring the principles of workforce diversity are integrated into HR practices | |  |
| * Employee Relations:   - Advise management on Husky's Performance Management Policy and Practices and act as the lead on the resulting actions  - Partner with your organization's management team to resolve complex HR issues as they arise and provide coaching where required to ensure a positive outcome  - Act as a resource for the client group in the interpretation and implementation of policies and procedures | |  |
| * Total Rewards:   - Deliver Husky's annual compensation review program to managers and supervisors, ensuring rewards are applied fairly and consistently  - Lead all compensation discussions within your client group | |  |
| * Projects, Reporting, Other:   - Independently manage complex HR projects as assigned including: develop solutions, create action plans, communication and change management strategies for the project  - Participate as part of the Human Resources team to provide the Husky management team with reports and other decision-making tools  - Act as a key member of the HR Business Partner team, which meets weekly to enable shared learnings and foster a positive and collaborative work environment | |  |
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| **Note: This position agrees with and has adopted the major elements of the HOIMS program with respect to the way in which all work is undertaken in this Business Unit.** | | |

| **POSITION QUALIFICATIONS:***(add more rows as needed)* | **Mark X as applicable** |
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| **Certifications – Academic** *(ie. specific educational and/or training programs, degrees, diplomas, certifications, etc.)* | **Req’d** | **Asset** |
| --- | --- | --- |
| * An undergraduate degree in Business or equivalent professional level work experience | X |  |
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| **Certifications – Professional; Regulatory; Safety; Specific Training** *(ie. specific professional designations such as P.Eng., Journeyman, CMA, CHRP, etc.)* | **Req’d** | **Asset** |
| --- | --- | --- |
| * CHRP designation would be an asset |  | X |
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| **Experience – Role-specific** *(ie. knowledge & experience gained by working in a specific role. Include years required in the role)* | **Req’d** | **Asset** |
| --- | --- | --- |
| * Minimum 5 years of strategic HR experience | X |  |
| * HR experience with Finance would be an asset |  | X |
| * Experience in compensation, organizational design and effectiveness and employee relations strategy development | X |  |
| * Thorough knowledge of applicable employment standards and related legislation | X |  |

| **Experience – Industry-specific** *(ie. knowledge & experience gained by working within a specific industry. Include years required in the industry.)* | **Req’d** | **Asset** |
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| **Technical Skills/Abilities (Technical Competencies) – indicate applicable competencies and proficiency levels required for the position** (*ie. specific software, professional trade skills such as contract negotiation or pipefitting, etc.*) | **Req’d** | **Asset** |
| --- | --- | --- |
| **Note: If the position is identified as HOIMS-sensitive, refer to Husky’s** [**Technical Competency Matrix**](http://hdms.huskyenergy.ca/Livelink/llisapi.dll/59233847/Technical_Competency_Matrix.docx?func=doc.Fetch&nodeid=59233847) **for more information on HOIMS Element 6 Competency Profiles.**  *(add more rows as needed)* | | |
| * Strong business acumen; ability to add value vs. provide tactical support | X |  |
| * Highly skilled in the use of MS Office (Word, Excel, PowerPoint) is required. | X |  |
| * Knowledge of SAP (or similar HRIS) and Taleo (recruitment management system) would be assets. |  | X |
| * Progressive and forward thinking with the ability to influence | X |  |
| * Ability to take on a leadership role, building trust and respect from your client group | X |  |
| * Able to make sound judgments requiring confidentiality, tact, and diplomacy | X |  |
| * Strong understanding of change management | X |  |
| * Excellent organizational and planning skills to set and exceed established goals, schedules, and deadlines | X |  |
| * Excellent oral, written, and listening communication skills; develop clear and concise recommendations; the ability to deliver formal presentations or training to all levels of the organization | X |  |

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| **Organizational Competencies (Behavioural Competencies) - All competencies listed below are a requirement of how work is undertaken at Husky.** *(Note: This section is optional for contractors’ positions)* |
| **Select Competency Group: Individual Contributor** |
| * Forward Thinking   All employees are required to understand how the Organizational Competencies relate to their role. It is the responsibility of the individual to learn more about the Organizational Competencies. For more information, refer to the [Organizational Competency Framework](http://hdms.huskyenergy.ca/Livelink/llisapi.dll/58119801/Handout_2_-Competency_Matrix.pdf?func=doc.Fetch&nodeid=58119801).   * Change Agility * Develops Potential * Communicates Effectively * Works Collaboratively * Technical Professional Skills * Drives for Results |

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| **WORKING CONDITIONS**  Please identify employment requirements for this position that are legitimately necessary for safe, efficient and reliable performance of the **essential** job duties. |

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| Use the key below to select the frequency of Working Conditions:  **N/A** Not Applicable  **Occasionally** Up to 1/3rd of the time  **Frequently** Between 1/3rd and 2/3rd of the time  **Constantly** More than 2/3rd of the time |

| Primary Job Information & Mobility *(Select frequency as applicable. Add other conditions as required)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| Operating equipment: | <Select> | Driving: | <Select> | Shift work: | <Select> |
| On-call: | <Select> | Sedentary/Sitting: | <Select> | Bending/Crouching: | <Select> |
| Walking: | <Select> | Climbing: | <Select> | Kneeling/Crawling: | <Select> |
| Keyboarding: | <Select> | Travel: | <Select> |  |  |
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| List Most Frequently Used Tools *(Select frequency as applicable. Add other conditions as required)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| Manual tools: | <Select> | Vibration tools: | <Select> | Shop tools: | <Select> |
| Power tools: | <Select> | Tool belt worn: | <Select> | Office equipment: | <Select> |
| Pneumatic tools: | <Select> | Welding: | <Select> |  |  |
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| Environmental Conditions/Exposure *(Select frequency as applicable. Add others as required)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| Noise: | <Select> | Outdoors: | <Select> | Confined spaces: | <Select> |
| Extreme heat/cold: | <Select> | Chemicals: | <Select> | Toxic gases: | <Select> |
| Heights: | <Select> | Moving equipment: | <Select> | Rotating equipment: | <Select> |
| Uneven surfaces: | <Select> | Night time: | <Select> | Wet or damp: | <Select> |
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| Physical Demands – Level of Strength Required *(Select frequency as applicable)* | | |
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| Sedentary 0-10 pounds: | <Select> |  |
| Light 11-20 pounds: | <Select> |
| Medium 21-50 pounds: | <Select> |

| Physical Requirements *(Select frequency as applicable)* | | |
| --- | --- | --- |
| Lifting: | <Select> |  |
| Carrying: | <Select> |
| Pushing/pulling: | <Select> |
| Standing: | <Select> |