



Senior Consultant – Job Posting

Company Summary:

Salopek & Associates has an exciting opportunity for a Senior HR Consultant to join our team. We are a collaborative team of CPHR Certified HR Professionals and Business Consultants working across Canada to provide our clients with a depth of HR expertise and knowledge to support employee attraction, retention and continued business growth.

Position Title: Senior Consultant

Reports to: President

Position Summary:

Working with clients across a variety of industries, the Senior Consultant will have a solid background in all areas of Human Resources. We are looking for an experienced Generalist who has worked at both strategic and operational levels with small to medium sized companies. A good fit is an out-of-the-box thinker who can find relevant, and sometimes unique, people solutions that allows our clients to attract and retain the talent they need in today's complex work environment. The Senior Consultant will be the outsourced HR partner for our clients and will work directly with them in all aspects of their people planning and implementation of HR programs and processes. The Consultant will use a collaborative approach to the client work, bringing innovative and best practices to the table.

Responsibilities:

- Conduct HR Assessments from both a strategic and operational perspective to ensure HR people programs and processes are aligned with business objectives, legislation and best practices.
- Partner with all levels of management in HR strategic planning, executing on HR Plans, developing and implementing policies and procedures and ensuring people programs and processes for clients are effective, relevant and impacting the attraction and retention of the right talent.
- Development and implementation of engagement surveys and cultural assessments to assist management in planning people programs that add value and are aligned with business values and mandates.
- Coaching, mentoring and providing training to all levels of management on effective methods of engaging and managing employees.
- Provide information and support to clients regarding best in class HR practices and programs.

- Provide expert advice on Employment Standards and Occupational Health and Safety legislation, and assist clients in overcoming hurdles relative to implementing new legislation.
- Establish and build relationships with multiple external clients.

Desired Experience/Qualifications:

- CPHR designation
- Completion of a post-secondary degree/diploma with a specialization in Human Resources or Business is an asset
- 15+ years experience with small to medium sized businesses
- Previous experience working in an HR consulting advisory role that has supported a diverse cross-section of industries and clients
- Exceptional interpersonal skills along with proven ability to exercise sound judgment with tact and discretion
- Sound knowledge of human resources theories and principles, with a demonstrated ability to apply knowledge to practical and relevant practices that add value to clients
- Ability to produce high quality work and manage multiple deliverables under time pressure
- This position may be executed from the Consultant's choice of location; however, the ability to travel to and go on-site for Calgary and Alberta-based clients is important
- Ideal opportunity for an experienced HR professional who enjoys the flexibility of virtual work but is flexible enough to travel both in and outside of Alberta when required

Position Type / Duration: Contract, Hourly, As-required

Items to Include In Application: Resume/Cover Letter

How to Apply: Email

Email: resumes@salopekconsulting.com

Contact Name: Sharon Kolodychuk, Consulting Service Manager

Application Closing Date: The position will remain open until a suitable candidate is found.

This is an excellent opportunity for an experienced HR professional looking to start up or expand their existing consulting practice. If you feel that you are uniquely qualified for this position please submit your resume to Sharon Kolodychuk at RESUMES@SALOPEKCONSULTING.COM for review.

While we thank you for your interest, only qualified candidates will be contacted. All information submitted to Salopek & Associates remains in strict confidence.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-

call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.
