



Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations.

The Crown Services Division provides leadership on governance and human resources management to CIC, the CIC Board of Directors, the Crown corporations, and their boards. Units within the division include Crown Governance, Legal and Human Resources. Specifically, the division oversees and supports effective governance for the CIC and Crown Corporation boards; provides legal advisory services to CIC, small subsidiary Crown corporations and the CIC Board; oversees Crown sector human resource policies and programs and provides strategic human resource programs and services to CIC.

Human Resources Consultant Term Position – 12 months

Reporting to the Executive Director, Human Resources, the Human Resources Consultant works with a high level of independence to provide human resource advice and support, undertake special projects, and implement strategic human resource policies and programs for CIC and the Crown Sector. This position, as a member of CIC's HR team, contributes to CIC's ability to manage workforce risk, meet identified human resource outcomes, and foster an engaged and productive workforce to deliver on CIC's Business Plan and the Crown Sector and Government of Saskatchewan priorities. This position offers an opportunity for meaningful contribution and challenging work in an innovative and dynamic environment that promotes integrity, excellence, leadership, and teamwork.

- Partnering with unit leadership to provide advice and consultation for CIC's ongoing people needs, while supporting the development and delivery of HR programs and services for the organization and the broader Crown sector.
- Identify training needs, develop training programs and implement learning interventions including sessions and workshops.
- Provide support to leadership in the development of job evaluation materials including job profiles and job descriptions.
- Provide advice and guidance on employee relations matters including performance management, medical accommodations and sensitive personnel issues
- Assist with the staffing and recruitment process, including working with managers to address vacancies, develop recruitment postings, interview guides, and assessment tools and facilitate the interview, offer and onboarding process.
- Lead the development and implementation of human resource frameworks, programs and policies.
- Foster and maintain positive working relationships with CIC leaders and staff and provide advice and guidance to employees and managers regarding workplace issues.

The ideal candidate will have an undergraduate degree in Commerce/Business Administration or a related discipline; and at least 5 years of related experience, with emphasis in classification, job evaluation, learning and development and employee relations. Preference will be provided to a Certified Professional in Human Resources (CPHR).

The following competencies are essential for this position:

- Knowledge of human resource management practices and methodologies; the Saskatchewan Employment Act; and the Canada Labour Code.
- Strong analytical and critical thinking skills.
- Ability to think strategically to consider various scenarios and develop clear alternatives and recommendations.
- Effective communication skills, both oral and written.
- Excellent organizational and planning skills and the ability to manage multiple priorities.
- Ability to work collaboratively, build relationships, and value the perspectives of others.
- Experience successfully leading project teams in delivering new or changed HR policies or programs.
- Strong computer skills and familiarity with the Microsoft Office suite, with advanced ability with MS excel for complex data manipulation.
- Experience in or knowledge of the public sector in Saskatchewan and payroll is an asset.

The successful candidate shall be subject to an Employment Screening Check as a condition of employment.

Position Details:

Number of Positions Available: one (1)

Posting Type: Full-Time – Term Position – Twelve (12) months

Position Location:

Regina, Saskatchewan

Salary Range:

Level 6 – \$ 88,976 to \$ 106,792 per annum

Salary will be commensurate with the candidate's knowledge, competence, and experience.

Hours of Work:

Monday to Friday - 38.75 hour work week

Closing Date: July 28, 2024

How to Apply: Resumes should be forwarded in confidence to careers@cicorp.sk.ca.

CIC values workplace diversity.

CIC would like to thank all applicants for their interest and wish to inform that only those selected for further consideration will be contacted.