

# CANDIDATE PROFILE

## DIRECTOR HUMAN RESOURCES



## EXECUTIVE SUMMARY

### Our Client – Bow Valley Credit Union Limited

For more than 60 years, Bow Valley Credit Union has been providing financial services to members in the Bow Valley Corridor. Bow Valley Credit Union's six branches serve approximately 8,500 members in Airdrie, Banff, Canmore, Calgary and Cochrane. The Credit Union has prospered by knowing and responding to the unique needs of urban centers along the Bow Valley Corridor. The Credit Union's knowledge and understanding of the unique needs of their market is unsurpassed. To ensure the continued success of its members and communities, Bow Valley Credit Union is committed to providing a full range of financial services that help individuals and their families - as well as local entrepreneurs - get ahead and stay ahead.

Bow Valley Credit Union's success is built on three pillars - their membership, their communities and their team. Each pillar is as critical as the next, working together to create a strong foundation from which Bow Valley Credit Union continues to grow and prosper.

Bow Valley Credit Union is strongly rooted in the communities they serve. Bow Valley Members are at the centre of everything the Credit Union does, and the Credit Union's vision, purpose, and values reflect their strong commitment to the members and the communities.

**Vision:** to provide high quality financial services, where people have a say.

**Statement of Purpose:** We are focused on building members' financial future and strengthening their communities.

**Values:** Accountability, Cooperation, Integrity, and Service.

### The Opportunity – Director, Human Resources

Reporting directly to the CEO, the Director, Human Resources will be responsible for the entire Human Resources function of the Credit Union. The position will be a member of the Management Team and serve as the representative for Human Resources to the Board of Directors. This Director will provide leadership and coordination of all company Human Resource functions, and will ensure compliance with sound business practices, legislation, and regulations.

### The Location – Cochrane, Alberta

Located in the heart of Alberta cattle country and the Cowboy Trail, Cochrane is a recreation playground for families, adventure enthusiasts and those seeking rest and relaxation in a beautiful natural setting. Cochrane has a population of over 25,000 people, and is only 20 minutes from Calgary and less than an hour from Banff. With spectacular vistas of the rolling foothills and majestic Rocky Mountains, Cochrane combines a proud western heritage with all the modern conveniences. Although the Administration Office is located Cochrane, residency in Cochrane is not a requirement of this position.

## THE OPPORTUNITY – Director, Human Resources

### Major purpose of the Position

The Director, Human Resources will be responsible for all facets of the Human Resources function with a focus on matching the needs of the organization with the needs of the team members including training, development, and succession planning. The Director will be a skilled and experienced Human Resources professional with solid knowledge of all areas of the Human Resources function. Immediate duties will include an assessment of the Corporate Culture, the compensation system, current policies and procedures and a centralization of the human resources administration.

As a member of the Management Team, the Director, Human Resources will also participate in the development of:

- Strategic planning, business planning, budgeting, and incentives.
- Board and Committee reporting.
- Annual General Meeting of the Members.
- Policies and Procedures.
- Provide direction and support to the Credit Union in conjunction with other team members.

### Key Accountabilities

- Ensure all aspects of the HR function are state of the art, and that recommendations for enhancements and improvements are made as required.
- Build and centralize the HR function into the Administration Office.
- Implement, oversee and monitor all requirements of Occupational Health and Safety standards.
- Manage the Compensation and Bonus system including recommendations for improvement.
- Manage the Performance Management system including recommendations for improvement.
- Implement appropriate Labour Codes.
- Manage HR Policies and Procedures including the creation, implementation, and administration of new and existing HR policies, procedures, and processes.
- Manage the Benefits programs.
- Prepare and present reports as required.
- Conduct full-cycle workforce planning and recruitment services.
- Advise management on Employment Standards and appropriate regulations and legislation.
- Develop the Bow Valley Credit Union Code of Conduct.
- Develop and implement a standard Whistle Blower Policy.
- Create and implement a Succession Planning program.
- Develop and manage corporate training programs including product knowledge, business development, cross training and support.
- Coach, mentor, and advise managers on HR practices and internal staff development.
- Serve as an example to provide an environment that encourages pride, teamwork, and mutual respect.
- Other duties as assigned or identified on an ongoing basis.

## Education and Experience

- An undergraduate degree in Human Resources, Commerce or a related business discipline, or a combination of experience and significant ongoing personal development.
- An expectation of ten years' experience in an operational role including full responsibility and exposure for all HR functions.
- Familiarity with the operations of a financial institution would be an asset.
- A solid knowledge of Human Resources operations, philosophies and principles.
- Direct experience in a leadership role with significant interaction with internal and external business partners and providers.

## Personal Attributes

- A highly energetic, self-starter with an entrepreneurial attitude and the ability to work in a fast-paced environment.
- Strong leadership, mentoring, and coaching skills.
- Thorough understanding of the change management process with the willingness and ability to lead and implement change.
- Ability to handle multiple projects and priorities with a high attention to detail.
- The ability to work well independently and as a member of the team.
- Senior level interpersonal skills including the ability to relate and communicate to all levels of the organization, the Credit Union System, the Members, and the local communities.
- Strong overall leadership skills combined with the ability to effectively coach and mentor others.
- Highly developed problem-solving skills and analytical abilities.
- The willingness to act independently, to be hands-on, and to get involved when necessary.

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**For further information, or to submit your application, please contact:**

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