

Employee Engagement Manager (EEM)

Campbell Scientific is a recognized world leader in designing, manufacturing, and installing environmental and infrastructure measurement and control systems. Our employees are devoted to maintaining our “innovative quality and dependable brand of choice” recognition. If you have a passion for what we do; strive to constantly learn and grow; have a strong work ethic, and value serving others; then see if you have what else it takes to join our high-energy team.

Job Title: Employee Engagement Manager
Department: Administration
Classification: Temporary Full-Time (12-Month Term)
Status: Exempt, Salary
Location: Edmonton, AB
Reporting to: Managing Director, Canadian Operations
Positions supervised: HR Assistant, Maintenance & Safety Coordinator, Administrative Assistant

Job Summary

The Employee Engagement Manager (EEM) is a member of the Management Team, acting as an employee advocate while balancing corporate needs and objectives. The EEM acts as a change agent, leading the employees and organization through transformations on matters such as organizational effectiveness, improvement, and development. Scope of work includes planning, organizing, directing, controlling, and analyzing the operations of the Human Resource Services department through its various functions. As a generalist, the EEM has a broad range of skills to support this dynamic office; however, the biggest value this role can bring to our office is the softer skills related to understanding people, developing relationships, and coaching skills.

Adherence to our core values and company culture ensures success in this position.

Essential Functions

1) Human Resources

- Serves as a conduit between management and employees by handling questions, interpreting and administering contracts and policies, and striving to resolve work-related issues including investigations that report findings and recommendations.
- Corporate culture initiatives and planning including surveys, work-life balance, policies, best practices, and involvement in the company's social committee.
- Communicates HR policies, changes, and legislation to staff
- Ensures the company is compliant with federal and provincial employment legislation including Workers Compensation Boards across Canada, as applicable and coordinate with the Accounting Manager and IT department regarding affects to payroll
- Ensures Employment Contracts and other legally binding agreements relating to staff are kept current and meaningful in order to mitigate dispute risks
- Consults with legal counsel as appropriate, or as directed by the Managing Director, on personnel matters

- Manages and oversee the full-cycle recruitment process including workforce planning, advertising, interviewing, reference checks, and phased onboarding, as well as off-boarding processes including exit interviews and resulting areas for improvement.
- Researches/shops/analyzes/communicates Campbell's benefit programs for best product/pricing considerations to control costs and offer a competitive package to employees.
- Manages corporate compensation administration programs and pay policy procedures to ensure compliance and internal equity.
- Works with supervisors and the Director of Finance on resource planning and office floor plan development
- Administers the corporate performance review program to ensure effectiveness, clarity, compliance, and equity within the organization.
- Manages recognition and rewards programs
- Ensures job descriptions and employee training records are actively managed and kept current
- Creates and facilitates an employee training and development program including internal knowledge transfer, external courses, career/succession planning, and potential external funding via grants and scholarship programs.
- Work with the Managing Director on the Corporate insurance program, Certificates of Insurance, and other corporate risk mitigation strategies

2) Health, Safety & Facilities

- Support the Maintenance & Safety Coordinator with continuous development and engagement in the corporate health & safety program including, but not limited to:
 - Safety:
 - Policies, procedures, reporting and policy assessments
 - Employee, Supervisor, and Management training
 - Maintaining COR through regular internal and external audits
 - Being an active voice for the Safety program by engaging the Management group, participating in the Health and Safety Committee as a Manager member, and fostering a proactive culture of safety-conscious employees
 - Collaborate with the Safety Coordinator to ensure HR policies and escalation procedures comply with various Safety regulations including, COR, OH&S, ISO, and other applicable entities.
 - Facilities Management:
 - Preventative and predictive maintenance on buildings and equipment
 - Decision-making on unbudgeted building or equipment expenses
 - Maintenance of a 'reserve fund' for capital cost expenditures

3) Administration

- Supervise the Administrative Assistant with various administrative office functions:
 - Managing reception duties and backup coverage coordination
 - Oversee contracting and services including postage, telephones, cell phones, storage and shredding, office supplies, etc...
 - Timesheet tracking for monthly payroll process
 - Special projects as required

Required Technical and Functional Skills

Technical skills:

- Microsoft Office Suite including Outlook, Excel, Word, Teams, and related applications

Functional skill:

- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practice
- Cultural Awareness
- Relationship Management
- Coaching
- Project Management

Preferred Qualifications

- 5+ years' experience in a Senior HR or Executive role
- Experience with Ceridian Dayforce or similar time tracking programs
- Experience with Certificate of Recognition (COR) and ACSA programs

Required Education and Experience

Education:

- Bachelor's Degree in Business, Human Resources, Social Sciences, or relevant work experience in related fields
- CHRP an asset

Experience:

- Extensive knowledge of theories, principles and administration of HR Management
- Broad knowledge of best practices, strategic planning and relevant legislation
- Recruitment and selection methodologies
- Employee relation process experience

Success Measures:

- Quality of Work: Was the required work and written documentation completed in a professional manner? Was it completed on time?
- Employee Engagement: Feedback from staff. Were interactions clear, open, communicative and supportive.
- Management Support: Feedback from management and supervisors. Were interactions clear, open, communicative and supportive. Are interactions with management additive and productive to company success?
- Team Chemistry: Was there great chemistry with the management team? Was a mission of service to others, to team and to company success first demonstrated?
- Resourcing: Were resourcing needs met in a timely manner?
- Maintaining Certificate or Recognition (COR) for our Safety program

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers and smartphones.

Travel Requirements: Travel is not typically a requirement of the position however should the need arise advanced notice would be provided.

Safety: CSC employees must understand and adhere to all requirements within our safety program. The use of PPE may also be required.

Physical Requirements: Ability to lift up to 25lbs

Compensation: Compensation is commensurate with education and experience. Excellent benefits provided.

The above statements describe the general nature and level of work being performed in this job function. This is not intended to be an exhaustive list of all duties. Additional responsibilities may be assigned.

We are an EOE/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other status protected by law.