

Job Posting



Human Resources Business Partner

Position	HR Business Partner	Suite 1100, 411 1st Street SE
Job Type	Full time, permanent	Calgary, AB T2G 4Y5
Reporting To	VP Human Resources & Corporate Services	cavvyenergy.com
Location	Calgary, Alberta	info@cavvyenergy.com

Company profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta. Through several corporate and asset acquisitions the Company has grown into a significant upstream and midstream producer with assets concentrated in the Canadian Foothills, producing conventional natural gas, NGLs, condensate and sulphur.

Management is excited about **Cavvy's** opportunities and prospects within our existing asset base in the Canadian Foothills; during the past year **Cavvy** has strategically refocused on sustaining and growing its upstream exploration and production ("E&P") and midstream business. Our objective is to continue **Cavvy's** pivot toward growing a sustainable and profitable conventional Foothills oil and natural gas business while continuing to explore opportunities to diversify market access for the products we produce.

Position summary

Reporting to the VP, Human Resources & Corporate Services, the Human Resources (HR) Business Partner will support the company's leaders and employees in all operational functions. Areas include (but are not limited to) talent attraction & retention, employee & labour relations, benefits & payroll administration, compensation planning & coordination, performance management and fostering a culture of high-performance. The successful candidate will collaborate with a supportive team to provide expertise in creating and delivering HR initiatives to support business priorities and objectives.

Key responsibilities

- Provide guidance and support to employees and management in all areas of HR activities as noted in the position summary.
- Support the review, development, implementation and maintenance of HR policies, programs, and procedures.
- Primary contact to support people leaders with full cycle recruitment activity.
- Analyze HR data and provide employee reports to leadership and other stakeholders that support HR priorities and business requirements.
- Drive employee engagement initiatives and contribute to a positive high performance workplace culture.
- Responsible for providing payroll processing support to the Payroll & Benefits Administrator.

- Assist with the implementation of a new HRIS and payroll system including the optimization of HR processes.
- Oversee the requirements for the annual company policy signing requirements by all employees.
- Support the delivery of key HR programs, including key talent reviews, succession planning, performance calibrations and annual compensation programs.
- Maintain an in-depth knowledge of Employment Standards requirements related management of employees, reducing legal risk, and ensuring regulatory compliance.
- Lead and assist with various HR projects as they arise.

Education and work experience

- Bachelor's degree in human resources, industrial relations or any other related discipline. CPHR designation or equivalent experience an asset.
- Minimum of five (5) years of experience in an HR Business Partner or Senior
- Generalist role including payroll processing.
- Strong functional HR expertise in the following areas: payroll and benefits administration, performance management, employee engagement,
- coaching and development, employee & labour relations.
- Ability to lead the development and implementation of people solutions to address business opportunities – strong business acumen and commercial awareness.
- Demonstrated experience coaching business leaders and facilitating organizational change.
- Ability to handle multiple assignments with effective prioritization skills.
- Exceptional communication, influencing and relationship-building abilities.
- Critical thinking and analytical skills to identify trends and recommend solutions.
- Strong systems skills including data analysis and report writing using both HRIS and Microsoft Office products to deliver management reports.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.