

Cultivate Your Career



INCLUSION & ENGAGEMENT SPECIALIST PERMANENT FULL-TIME

Organization	City of St. Albert
Website	www.stalbert.ca/employment
Department	Human Resources & Safety
Location	110 Carleton Drive
Salary	\$81,116- \$99,835 per annum
Closing Date	January 8, 2025
Competition #	24/228

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert's Human Resources & Safety department is seeking an experienced Inclusion & Engagement Specialist to join our team.

Reporting to the Manager, Workforce Strategies and Development, the Inclusion & Engagement Specialist plays a crucial role in enhancing the overall employee experience within our organization, through oversight and influence in two portfolio areas: Inclusion, Diversity, Equity and Accessibility (IDEA) and Workplace Culture and Engagement.

This position is responsible for leading, planning, implementation, tracking and the evaluation of the advancement of programs and initiatives that support our Inclusion, Diversity, Equity and Accessibility (IDEA) Strategy (currently under development). The position supports and advises on the City's IDEA Administrative Directive and Inclusive Hiring Administrative Directive. As a passionate specialist on inclusion and equity, this role will focus on raising employee awareness and understanding on all aspects of diversity, supporting departments and people leaders in their work to be more inclusive, and actively working to ensure our practices, programs, services, policies and procedures reflect the IDEA Strategy goals and vision.

The position is also responsible for supporting corporate employee engagement initiatives including but not limited to employee engagement survey/focus groups, formal and informal recognition programs and events, and organizational values/culture initiatives.

The individual we are looking for is skilled at building and maintaining collaborative relationships with stakeholders across the organization. The role requires a dynamic individual, who is an excellent communicator, inspiring educator and experienced facilitator to help implement and lead meaningful change. The ideal candidate will provide expertise in matters relating to IDEA and workplace culture, acknowledging and elevating lived experience.

QUALIFICATIONS

- A bachelor's degree in Human Resources, Social Sciences, Gender Studies, Adult Education or a related field combined with 5 years of experience in the field of equity, diversity & inclusion (EDI). Strong competencies in and knowledge of EDI practices, principles and initiatives is a requirement
- Experience working with equity deserving groups is required. Lived experience as a member of an equity deserving group is preferred
- Specialized education/coursework in DEI or Organizational Development is an asset.
- Experience working in a public-sector environment with unionized and non-unionized employees considered an asset.
- CCIP (Canadian Certified Inclusion Professional) Certification is an asset.
- CPHR (Certified Profession in Human Resources) is an asset.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours (Monday - Friday, 8:00 - 5:00 with a regular day off [RDO] every two weeks). This position may be eligible to apply for flexible hours to adjust start and end times from the core hours by 30 minutes.

HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work after 3 months of employment. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

COMPENSATION

\$81,116 - \$99,835 per annum. In addition, the City of St. Albert offers a comprehensive benefit package, including a defined benefit pension plan.

The successful applicant will be required to obtain a satisfactory police information check. Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

January 8, 2025