



Civida

**OPPORTUNITY PROFILE**

**Director, People and Culture**



## About Civida

Civida is the largest provider of community and affordable housing in Edmonton, supporting individuals and families through access to safe, stable homes.

Established in 1970 as the Edmonton Housing Authority and later known as Capital Region Housing, Civida has evolved into a modern housing organization with a city-wide impact. While much has changed over the decades, its purpose remains constant: to provide safe and affordable housing for those who need it most.

Today, Civida oversees more than 5,300 homes across 130+ sites throughout Edmonton and administers rent subsidies for over 3,000 households each month. As one of Alberta's largest housing management bodies, Civida plays a vital role in strengthening community stability and well-being.

Operating under the Alberta Housing Act, Civida works within a legislatively governed framework while partnering closely with municipal, provincial, and community stakeholders. Government investment, strategic capital development, and strong community partnerships enable Civida to expand access to housing and respond to the evolving needs of Edmonton's residents.

Civida's approach integrates property management, program administration, housing development, and policy leadership – all grounded in commitment to sustainability, service excellence, and responsible stewardship of public resources.

## The Opportunity

The Director of People and Culture is a senior leadership role responsible for shaping and advancing Civida's enterprise people strategy in alignment with its mission, legislative framework, and long-term organizational priorities.

Reporting to the Vice President, People, Culture, and Policy, the Director provides strategic oversight of all human resources functions, including labour relations, workforce planning, compensation governance, occupational health and safety, learning and leadership development, and HR systems and analytics.

As a member of the senior leadership team, the Director ensures that Civida's people practices enable operational excellence across a complex, unionized, and publicly accountable environment. The role balances governance, compliance, and risk management with forward-looking workforce strategy, organizational development, and culture-building.

This position is accountable not only for strong foundational HR operations, but for strengthening leadership capability, succession depth, employee engagement, and workplace safety across Civida’s diverse and distributed portfolio.

## **Key Roles & Responsibilities**

### **Labour Relations & Governance**

- Provide executive oversight of labour relations strategy within a unionized and legislatively governed environment.
- Lead and support collective bargaining processes and ongoing agreement administration, fostering constructive and forward-looking union relationships.
- Ensure full compliance with employment legislation, collective agreements, and regulatory obligations under the Alberta Housing Act and related frameworks.
- Guide senior leaders through complex employee relations matters with balanced judgment, risk awareness, and consistency.
- Mitigate organizational risk through proactive governance, policy alignment and clear decision-making protocols.

### **Learning, Leadership & Talent Development**

- Define and advance Civida’s enterprise learning and leadership development strategy, ensuring alignment with long-term workforce planning, operational priorities, and organizational sustainability.
- Position learning as a strategic driver of performance and organizational resilience, elevating it beyond training delivery to a lever for leadership effectiveness and service excellence.
- Embed a culture of continuous learning and accountability, equipping leaders at all levels to role-model growth, inclusion, and high performance.
- Strengthen succession planning and leadership pipelines, ensuring depth of capability across critical roles and future-ready talent across the organization.
- Leverage workforce insights and data to identify capability gaps, driving targeted development initiatives that support Civida’s values and evolving service model.

### **Employee Relations & Workplace Culture**

- Provide enterprise leadership in employee relations, fostering a workplace culture grounded in respect, inclusion, accountability, and psychological safety.

- Lead and develop a high-performing People and Culture team that delivers strategic partnership and operational excellence across the organization.
- Strengthen leadership capability in managing performance, engagement, and complex people matters.
- Strengthen feedback mechanisms and employee engagement strategies to enhance retention and workplace stability.

### **Enterprise People Strategy & Generalist HR Leadership**

- Lead the development and execution of an integrated people strategy aligned with Civida’s mission and strategic plan.
- Provide oversight across the full HR lifecycle, including talent acquisition, compensation governance, workforce planning, and HR systems.
- Ensure equitable, competitive compensation structures supported by strong job architecture and analytics.
- Advance data-informed decision-making to enhance organizational performance and workforce sustainability.

### **Occupational Health, Safety & Organizational Risk**

- Champion a culture of safety and well-being across Civida’s diverse housing and operational sites.
- Ensure compliance with OHS legislation while promoting proactive risk management and prevention practices.
- Integrate safety leadership into broader organizational accountability and performance frameworks.

## **The Person**

### **Qualifications & Education Requirements**

- A bachelor’s degree in human resources, Business Administration, or a related discipline; a recognized professional designation (e.g., CPHR or equivalent) is required.
- A minimum of 10 years of progressive human resources leadership experience, including senior management responsibility.

- Demonstrated experience operating within unionized environments, including involvement in collective bargaining and labour relations strategy.
- A track record of advancing organizational capability through workforce planning, leadership development, and succession strategies.
- Experience within public sector, broader public sector, or mission-driven organizations is strongly valued.

## **Knowledge, Skills & Leadership Attributes**

### **Labour Relations Acumen**

Brings credibility and confidence in navigating collective agreements, dispute resolution, and union partnerships, with a balanced approach to risk and relationship management.

### **Strategic Workforce & Systems Thinker**

Sees the broader organizational landscape and aligns people strategy with long-term operational sustainability, workforce planning, succession depth, and governance requirements. Anticipates emerging workforce risks and capability gaps.

### **Enterprise HR Leader**

Understands and oversees the full HR lifecycle- including compensation governance, job architecture, talent management, policy development, and compliance- ensuring integration and consistency across organization.

### **Leadership & Organizational Capability Builder**

Elevates leadership effectiveness at all levels and embeds learning as a strategic driver of performance, accountability, and cultural resilience. Strengthens succession pipelines and builds long-term organizational capacity.

### **Employee Relations & Cultural Stewardship**

Champions fairness, inclusion, psychological safety, and accountability. Provides sound guidance on complex employee matters while fostering a respectful, high-performing workplace culture aligned with Civida's values.

### **Sound Judgement & Executive Presence**

Provides trusted counsel to senior leaders and exercises discretion in complex, sensitive, and high-impact decisions. Communicates with clarity and influence across diverse audiences, including executives, unions, and external partners.



### **Data-Informed & Metrics-Driven Leader**

Leverages HR analytics and workforce insights to inform planning, measure engagement and performance outcomes, and strengthen organizational effectiveness. Translates data into strategic action.

### **Resilient & Change-Oriented Leader**

Comfortable leading through organizational evolution, policy modernization, and cultural change. Maintains composure and credibility in dynamic, high-accountability environments.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Anurag Shourie or Jessica Park** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

### **Leaders International Executive Search**

[www.leadersinternational.com](http://www.leadersinternational.com)