

# Leaders

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## Opportunity Profile

**Director, Total Rewards,  
HR Governance & Systems**

Location: Calgary



## About The Calgary Airport Authority

<https://www.yyc.com>

Since 1992, The Calgary Airport Authority has been responsible for the operation, management and development of Calgary International Airport (YYC) and Springbank Airport (YBW). YYC plays a vital role in Alberta's economy as a connector of people and goods while supporting Alberta's flourishing business and tourism industries and contributing an estimated \$8 billion to regional GDP.

YYC welcomed 19.4 million passengers in 2025, representing 2.7 percent growth over 2024 and one of the largest increases across Canadian airports. For the first time in YYC's history, summer 2025 saw two consecutive months of record passenger flow. Calgary Airports expanded its global connectivity in 2025, adding its milestone 100th direct destination and positioning itself as one of Canada's premier aviation hubs on its path to becoming Canada's best airport by 2030.

Calgary Airports is currently engaged in a number of significant infrastructure and development projects, including the restoration of Concourse B, the recently completed West Runway rebuild, and the expansion of Centralized Passenger Screening. Most notably, YYC AeroNex is a multi-million-dollar aviation services and innovation hub being developed on YYC land in partnership with Lufthansa Technik, backed by \$172 million in Canada Infrastructure Bank investment. For more information, visit [Major Projects](#).

## Our Values

- We prioritize genuine concern and compassion for everyone we engage with, from our team members to our partners and guests, always striving to help and support one another.
- We actively seek diverse perspectives in our decision-making and collaboratively tackle challenges.
- We work together with trust and transparency, supporting one another to achieve the collective goals of our organization.
- We grow, evolve and adapt with purpose, continually aligning our actions with our vision.
- We embrace curiosity and boldly challenge the status quo, exploring new opportunities and taking thoughtful, responsible risks that drive purposeful innovation.

At Calgary Airports, the People team has a clear purpose: To build and support exceptional leadership and a thriving Crew. With an enviable culture that attracts the best and the brightest, the People team is committed to investing in programs that support business growth, create operational excellence and enable organizational effectiveness.

Calgary Airports has been on a multi-year journey to modernize how employees are supported. This important work recently earned provincial recognition at the CPHR Alberta Member Recognition Gala, where Calgary Airports was named a 2026 HR Team Excellence award recipient.



In addition to this recognition, Calgary Airports was also named one of Alberta's Top Employers for 2026, reflecting continued efforts to create a supportive and inclusive workplace for employees across YYC and YBW.

## The Role: Director, Total Rewards, HR Governance & Systems

Reporting to the Chief People & Communications Officer; the Director, Total Rewards, HR Governance & Systems provides enterprise leadership across compensation, payroll, benefits, HR governance, and people systems at Calgary Airports. This is a hands-on leadership role well-suited for a practitioner-leader who is equally comfortable setting strategy and rolling up their sleeves. The Director leads a lean, high-performing team and serves as a trusted advisor to executives and leaders across the organization.

Reporting to the Director, Total Rewards, HR Governance & Systems are:

- Manager, Compensation Programs & HR Operations (2 HR Coordinators report directly to this Manager)
- Specialist, People Systems & Analytics
- Specialist, Payroll, Benefits & Pension
- Specialist, Workforce Time & Schedules

## Key Responsibilities

### Total Rewards & HR Governance

- Provide enterprise leadership for total rewards strategy, including compensation, payroll, benefits, and executive compensation programs that are competitive, equitable, and financially responsible.
- Lead HR governance and policy frameworks, ensuring clarity, consistency, compliance, and effective decision-making across the organization.
- Develop, implement, and maintain HR policies and procedures that reflect legislative requirements and organizational values.
- Provide guidance to leaders on policy interpretation, compliance matters, and people-related risk.
- Act as a subject matter expert on Canadian payroll legislation, benefits administration, and total rewards compliance.

### **People Systems & Workforce Analytics**

- Oversee People systems and workforce analytics, enabling data-informed decisions, strong controls, automated processes, and an excellent employee and leader experience.
- Champion optimization and effective utilization of the HRIS (Dayforce), ensuring system integrity, data accuracy, and process efficiency.
- Build and deliver workforce reporting and analytics that support strategic planning and operational decision-making.
- Identify automation opportunities and lead process improvement initiatives within the function.

### **Executive & Board Advisory**

- Support executive leadership and the Board with insights, recommendations, and materials related to workforce investments, executive compensation, and people-related risk.
- Prepare and present materials to the Compensation Committee and senior leadership with clarity, accuracy, and strategic framing.
- Act as a trusted advisor to leaders across the organization, balancing strategic thinking with strong operational execution in a complex, unionized environment.

### **People Leadership**

- Lead and develop a high-performing team fostering capability, accountability, and continuous improvement.
- Build a team culture of operational excellence, customer focus, and continuous learning.
- Provide coaching, development, and succession planning to enable career growth within the team.
- Build and maintain productive relationships with the PSAC union and other key stakeholders.

## **The Person**

### **Professional Qualifications**

- A hands-on practitioner-leader who is equally comfortable setting strategy and executing directly. This is a small team where the Director is expected to work on systems, build tools, and deliver alongside the team.
- A proactive business partner with the ability to deliver service excellence in close collaboration with other business groups.
- Demonstrated ability to influence without relying on authority.
- Exhibits strong business and financial acumen, with the ability to balance people outcomes, governance, and cost stewardship.
- Excellent analytical, negotiation, and communication skills; able to convey complex rewards and governance concepts clearly to all audiences.
- Professional and polished demeanour with the ability to be impactful at Board and C-suite levels.
- Develops and maintains productive strategic relationships with all key external and internal stakeholders.

- A decisive, collaborative change agent who asks, and is comfortable being asked, the right questions to achieve shared accountability.
- Understands the complexity of operating in an ever-changing multi-stakeholder environment, including in a unionized context.

### **Education & Experience**

- Bachelor's degree or diploma in Human Resources, Business Administration, Management, Finance, or Payroll, or a related field is required; equivalent experience may be considered in lieu of education.
- 10+ years of progressive experience in total rewards, HR governance, people systems, payroll, benefits, or related disciplines.
- Minimum 5 years of experience in a senior management role.
- Deep knowledge of Canadian payroll legislation and benefits administration; proven year-end leadership.
- Proven track record in compensation strategy, managing compensation compliance, and general strategic planning and execution.
- Demonstrated proficiency with Dayforce or equivalent HRIS; comfort building Excel-based tools and workforce analytics.
- Experience working in a unionized environment is preferred.
- Bilingual in English and French is considered an asset.
- Relevant HR designation (CPHR, CEBS, or CCP) is considered an asset.

**Note:** The successful candidate must be eligible to obtain and maintain a [Restricted Area Identity Card](#) (RAIC). Calgary Airports will help you through this process.

## **Compensation**

A competitive compensation package will be provided. Further details will be discussed in a personal interview.

## **Express Your Interest**

The Calgary Airport Authority is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage all qualified applicants to apply, including women, Indigenous people, persons with disabilities, members of visible minorities, members of the 2SLGBTQ+ community, and others who may contribute to organizational diversification of ideas.

Email a convincing cover letter and tailored resume (PDF or Word) to **Shalini Bhatti, Heather Fookes** or **Sebastian Bennett-Monterroso** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line of the email.

### **Leaders Executive Search**

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