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OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

OPPORTUNITY PROFILE

Chief People & Culture Officer



About Olds College of Agriculture & Technology

Founded in 1913, Olds College of Agriculture & Technology has been offering high-quality hands-on education for over a century. Through our core programming, including continuing education, online and blended programming, we provide accessible educational opportunities within Alberta and beyond. We are passionate about the Agriculture industry. Through our applied research and integrated learning, we are proud to be Canada's Smart Agriculture College, specializing in agriculture, agrifood, horticulture, land and environmental stewardship. We work closely with industry to advance and adapt our programming to ensure our graduates have the skills to succeed.

To learn more about Olds College, visit: www.oldscollege.ca

The Opportunity

Reporting to the President and Chief Executive Officer, the Chief People & Culture Officer (CPCO) is a key member of the Executive Leadership Team (ELT) and provides strategic leadership in shaping the College's people, culture, and organizational success. The CPCO plays an integral role in advancing the College's strategic priorities by fostering a high-performing, collaborative workplace where employees are engaged, supported, and positioned to achieve exceptional results.

As a trusted advisor to the President, Executive Leadership Team, and Board of Governors, the CPCO provides executive leadership across all aspects of the people portfolio, balancing long-term strategic planning with operational excellence. Working collaboratively across the institution, the CPCO leads organizational change, workforce planning, leadership development, organizational design, succession planning, labour relations, total rewards, employee experience, and culture-building initiatives that strengthen the College today while preparing it for the future.



The Chief People & Culture Officer leads a small team of committed professionals and serves as the College's Senior Human Resources Officer, providing strategic oversight while remaining actively engaged in executing key initiatives. The role champions a people-centred culture that attracts, develops, and retains exceptional talent; builds leadership capacity; supports employee well-being; and fosters an environment where innovation, collaboration, accountability, and continuous improvement thrive. Through strong relationships with employees, faculty, unions, senior leaders, community partners, and external stakeholders, the CPCO helps ensure the College remains an exceptional place to work, learn, and grow.

The position is based at the Olds College of Agriculture & Technology campus in Olds, Alberta, and is an integral member of the College's Executive Leadership Team.

One College Approach:

Over the course of this year, we identified both a desire and a necessity to approach our Strategic Plan from a 'one college approach'. For us, this means intentionally working to eliminate isolated and sometimes competing departmental silos and moving toward a campus culture where we are 'rowing in the same direction' to achieve our strategic priorities and goals. Operationally, this includes consistent processes and systems, cross-collaborative teams, shared resources, and consideration for centralized functions.

The CPCO will play a critical role in supporting and enabling the One College Approach.

Key Roles & Responsibilities

Strategic Leadership and Change Management

- Drives excellence and innovation in the area of human resources, including strategic oversight for equity, diversity and inclusion, and Indigenous Services.
- Creates a strategic human resources plan to ensure the College has the human resources programs, policies, and workforce in place to meet the needs of the organization.
- Contributes to the College's strategic and fiscal planning as a member of the Executive Leadership Team.
- Provides strategic advice to the President and CEO, Executive Leadership Team, College Leadership Team and Board of Governors in advancing and supporting the organization's human resources vision, ensuring the workforce strategy supports long-term business goals.



- Leads organizational change management efforts, supporting the Executive Leadership Team in developing change management plans and creating an environment that effectively supports business goals, enhances productivity, and drives transformation.
- Provides leadership in managing capital, operating budgets, and fiscal resources within the People and Culture Department, ensuring alignment with strategic priorities.
- As part of the Executive Leadership Team, provides institutional leadership and contributes to institutional decision-making through participation as a resource to the Board of Governors and other committees as assigned.
- Develops, implements, and reviews corporate human resources policies and procedures.
- Develops and implements enterprise-wide people strategies, collaborating with the College Leadership Team to develop long-range workforce plans, organizational design, and formal succession plans for key institutional positions.
- Oversees the integration of Human Resources Information System (HRIS), automated tools, and data analytics to establish HR metrics, maximize employee services, and support strategic organizational decision-making.

Employee Experience and Engagement

- Leads the development and implementation of programs and services to attract and retain top talent and to achieve a positive workplace culture and working environment that is engaging, inclusive, collaborative and productive.
- Guides the development of progressive talent management practices to enhance the College's ability to attract and retain a talented, diverse, and highly engaged workforce.
- Optimizes and promotes the total rewards package to attract and retain talented staff.



- Continually improves the efficiency and effectiveness of talent transactions as a service.
- Responsible for optimizing the employee lifecycle experience to ensure a high level of engagement and support for personal and professional well-being.
- Oversees the development and implementation of employee assessment and performance management strategies and frameworks that encourage opportunities for continued employee personal and professional growth and career progression.
- Develops a succession plan and corresponding tools to ensure business continuity, stability and long-term growth by preparing the College for turnover within critical and hard-to-fill roles.
- Tracks and assesses workplace culture by overseeing a formal employee engagement survey.
- Gathers employee engagement data to assess workplace culture and creates an action plan in response to the data to turn the feedback into measurable and transparent improvements.
- Champions initiatives to cultivate a safe, welcoming, and diverse work environment. This includes leading the development and implementation of practices that actively honour Truth and Reconciliation and measurably improve Indigenous relations.

Labour Relations Strategy and Administration

- Develops and oversees the implementation of the labour relations strategy and plan for the institution consistent with the culture and values of the College.



- Fosters and maintains positive working relationships with the Faculty Association and Union Executive and their external representatives, through proactive and collaborative resolution of issues and grievances, when possible.
- Provides strategic guidance to the Executive Leadership Team in charting the organization's course in labour relations and collective bargaining strategies.
- Provides strategic guidance on the interpretation and application of collective agreements across the College.
- Leads the development of proactive strategies and training for management to ensure positive labour-management relations, prevent disputes, and mitigate risk associated with contract administration.
- Liaises with external legal counsel on labour and employment issues, legal challenges and disputes.
- Oversees the College's response to grievances and human rights complaints.
- Acts as the chief spokesperson in collective bargaining negotiations with the Faculty Association and Union.
- Represents Olds College externally on labour relations matters with the Government of Alberta's Public Bargaining and Compensation Office (PBCO), the Alberta Post-Secondary Institutions' Senior Human Resources Officers (SHRO's) and as a member of the Alberta Colleges and Institutes Employer Association (ACIEA).



Compensation and Benefits

- In compliance with the Public Sector compensation framework, designs competitive pay and benefits structures that attract and retain employees while remaining cost-effective.
- Oversees a holistic employee wellness program that integrates physical and mental health initiatives aimed at creating a supportive workplace culture that reduces stress and absenteeism, including: an Employee and Family Assistance Program, and a comprehensive benefits program that includes mental health supports and flexible benefits.

Risk and Compliance

- Develops and renews human resources policies to ensure they are current and applicable, and to ensure compliance with applicable legislation, human rights, and employment regulations.
- Enforces adherence to employment and labour laws, ethical standards, and internal policies.
- Establishes and oversees a consistent framework for conducting complex and sensitive workplace investigations, including allegations of policy violations, harassment, discrimination, sexual and gender-based violence and code of conduct breaches, ensuring compliance with legal standards, procedural fairness, and timely resolution.

The Person

Education & Experience Requirements

The ideal candidate will possess a bachelor's degree in human resources, labour relations, organizational development, or a related field. A master's degree in human resources management, Business Administration, Education, or Adult Learning is considered an asset. Completion of, or significant progress toward, a Conflict Management Certificate or a comparable program is also desirable. Experience working within a complex publicly funded, unionized and board-governed organization is required. An equivalent combination of directly related education and experience may be considered.

The successful candidate will bring a minimum of seven years of progressive leadership experience guiding Human Resources teams and advancing a people-centred vision within a complex organization. In addition, they will have a demonstrated record of excellence supported by at least ten years of experience as a Human Resources generalist, including a minimum of seven years of experience in a unionized environment.



Knowledge, Skills & Attributes

Strategic Human Resources Leadership: Possesses extensive knowledge of human resources best practices, collective agreements, employment legislation, and occupational health and safety requirements. Demonstrates a strong understanding of the trends, opportunities, and challenges shaping the post-secondary sector and applies this knowledge to develop forward-looking people strategies that strengthen organizational culture, workforce capability, and institutional success.

Visionary Leadership and Change Management: Provides inspiring leadership that champions innovation, organizational change, continuous improvement, and a collaborative, high-performing culture. Communicates a compelling vision, motivates others to embrace change, and aligns people, culture, and organizational priorities to achieve meaningful results.

Strategic Thinking and Decision Making: Applies sound judgment, critical thinking, and creativity to address complex challenges and identify practical solutions. Considers financial, operational, human, governance and community perspectives while making informed, inclusive decisions that support the College's long-term success.

Relationship Building and Collaboration: Builds trusted relationships and fosters collaboration with senior leaders, employees, unions, community partners, the Board of Governors, and other key contributors. Creates an environment of trust, respect, and shared accountability while building consensus across diverse perspectives. Demonstrates strong collaboration, negotiation, and conflict resolution skills, fostering consensus and productive partnerships across the College and beyond.



Communication and Influence: Communicates with clarity, confidence, and professionalism through exceptional written, verbal, and interpersonal skills. Effectively influences, engages, and inspires diverse audiences while promoting transparency, trust, and shared understanding.

Operational Excellence and Execution: Demonstrates exceptional planning, organizational, and prioritization skills, balancing strategic leadership with operational execution. Thrives in a fast-paced environment, manages competing priorities effectively, and consistently delivers high-quality, client-focused results.

Integrity and Accountability: Leads with integrity, professionalism, and discretion, exercising sound judgment while maintaining confidentiality and accountability. Demonstrates courage in addressing difficult issues and making challenging decisions with emotional maturity and respect.

Inclusive and People-Centred Leadership: Creates an inclusive, respectful, and high-performing workplace where equity, diversity, inclusion, and belonging are embedded in decision-making and daily practice. Prioritizes an exceptional employee experience and workplace culture while recognizing its direct impact on student success and the communities the College serves.

Innovation and Continuous Improvement: Encourages new ideas, collaboration, embraces innovation, and continuously seeks opportunities to improve programs, services, and organizational performance. Anticipates emerging challenges and opportunities, adapting strategies to support the College's evolving priorities.

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 **Ardyce Kouri or Jessica Park** at apply@leadersinternational.com, indicating the job title in the subject line.