



## **SALARIED CAREER OPPORTUNITY**

Employment Posting Number – [HRM180629](#)

<b>Position Title:</b> Regional Human Resource Manager	<b>Application deadline:</b> June 29, 2018
<b>Reports to:</b> VP Human Resources	<b>Location:</b> Calgary
<b>Employment Status:</b> Full-time salaried	<b>Application type:</b> Cover letter & resume

**COMPANY OVERVIEW:** Acquired in December 2017 by Kinopolis Group NV, Belgium, Landmark is Canada’s second largest motion picture, theatre exhibition company. From a single screen in 1965 to today, we continue to provide the perfect setting for popcorn munching Movie Lovers to connect and share their love of movies at 44 theatres on 310 screens throughout Western Canada, Ontario and the Yukon Territory, in multiple formats that include Premium Large Format (PLF) brands (IMAX®, Extra, Xtreme), and RealD 3D technology, and in select locations in the premium comfort of Full-Recliner Seating and with the added convenience of FREE Reserved Seating. We are connected to the communities we serve, and our Cast and Crew are proud to support Kids Help Phone. As a National Sponsor of the Walk So Kids Can Talk, through promotional support and fundraising initiatives in our theatres, we are committed to support the mental health and well-being of both our youth Guests and Cast & Crew.

**POSITION LOCATION:** Calgary Cinema Support Centre (travel within BC, AB, & YU)

**POSITION OVERVIEW:** You possess a broad knowledge and experience in an HR Generalist role and are engaged in improving the employee experience. You will be an integral part of the regional operating team and as such will have a dotted line reporting structure to the Regional VP Operations and accountably to provide daily human resource leadership, support, direction and resources to regional theatre teams

Responsible for planning, implementing, and executing on employee programs. Including but not limited to recruitment, onboarding, training and development, performance management, succession planning/talent management, liaise for theatres and payroll team, safety programs, workplace investigations, policy and procedure, etc.

### **JOB DUTIES & RESPONSIBILITIES:**

- Recruitment of management level theatre employees collaborating with regional VP and other regional team members as appropriate
- Provide support & resources to theatre teams when recruiting cast members – sourcing company recruitment and onboarding programs
- Provide direct support and resources for new theatre openings from recruitment, orientation & onboarding, OH&S materials & equipment, payroll set up, employee scheduling etc.
- Provide training, support and other ad hoc tasks and oversight for *Ceridian Dayforce HCM* payroll system
  - Provide approvals, sign offs and ensure payroll functions/processes are completed efficiently and within pay period timelines.
- Development and execution of programs such as recruitment, onboarding, position development (all theatre role levels) etc.
- Development and execution of performance management program – providing resources and support at various levels.
  - May be responsible to carry-out performance conversation during specific times of the year with theatre managers
  - Provide resource and guidance to theatre managers throughout the performance cycle ensuring cast and other members of the team have an opportunity to discuss individual performance
  - Ensuring PIP (performance improvement plans) are properly presented and completion of plan achieved.



- Succession planning & Talent Management – provide strategic support to Regional operating team, creating a skilled and ready to deploy talent pipeline
- Provide necessary support for employment terminations from documentation to attending exiting interviews where applicable
- Experienced and knowledgeable in OH&S areas – ensuring company policies are adhered to and being a company ambassador for the safety and well-being of our people.
  - Accountable to provide coaching and direction to managers - ensuring compliance for workplace investigations; may be required to conduct workplace investigations depending on the nature of the complaint
- Solid understanding of compliance pieces for AODA, Accessibility Manitoba – keeping aware of provinces implementing accessibility acts and standards.
- Update & revise current accessibility and other provincial standard policies as changes are announced within various provinces
- Maintain professional and technical knowledge by attending workshops, participating in webinars, group department events and keeping abreast of professional developments in HR, provincial labour changes, minimum wage increases etc
- Attend participate and/or lead HR weekly/bi-weekly meetings
- Participate in annual HR strategic planning – maintain 52-week calendar as required

#### **REQUIREMENTS:**

- University degree or equivalent experience.
- 2 – 3 years' experience in a customer/guest centric industry with at least 5 – 7 years in a management level or training position.
- In-depth knowledge of OH&S, employment standards, compliance requirements and best practices.
- Demonstrated analytical and problem-solving skills with the ability to assess situations and make appropriate decisions.
- Outstanding interpersonal relationship building and employee coaching skills.
- Proven ability to train, lead and develop staff members.
- Creative thinking with the ability to streamline processes and drive efficiencies.
- Excellent organization and time-management skills.
- Proficient in Microsoft Word, Excel and Power Point.
- Public speaking and presentation skills.
- Strong work ethic and initiative and sound business judgement.
- Previous HR Generalist experience with a focus in a training & development in a guest-service environment would be considered an asset.

**ONLY QUALIFIED APPLICANTS WILL BE CONTACTED**  
**Please quote employment posting number [HRM180629](#)**  
**Email: [careers@landmarkcinemas.com](mailto:careers@landmarkcinemas.com)**