



THE FUTURE  
OF AIRCREW TRAINING

**SKYALYNE**

**Job Title:** FAcT Manager People and Culture

**Position Reports To:** FAcT Head of Operations

**Job Location:** Ottawa

SkyAlyne is a proud partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program, Canada's next-generation military aircrew training program.

SkyAlyne has been named by Canada as the preferred bidder for the FAcT Program, and we are staffing our National Capital Office in anticipation of a Contract Award in 2024. Therefore, we are now hiring in key positions that are needed to execute the 20+ year contract. The program will be managed from the National Capital Region (Ottawa), with three operational locations: Moose Jaw, Saskatchewan; Southport (Portage la Prairie), Manitoba; and Winnipeg, Manitoba.

The scope of the FAcT Program contract includes all training and in-service support requirements needed to prepare Pilots, Air Combat Systems Officers, and Airborne Electronic Sensor Operators to meet the future aerospace requirements of the Royal Canadian Air Force. In collaboration with the Government of Canada and several major Canadian subcontractors, SkyAlyne will provide live-flying, simulator and classroom-based training, facilities construction and management, information management and information technology support, site support services, aircraft maintenance and much more.

SkyAlyne offers competitive compensation and benefits and believes strongly in a safe, diverse, equitable, inclusive, and environmentally-friendly workplace.

### **Job Overview**

The Manager People and Culture is the senior point-of-contact for all human resources (HR) aspects at SkyAlyne including the development and implementation of the HR strategy in supporting the business objectives. The Manager People and Culture will also serve as a consultant to the management and the employees on all human resources and employee relations issues. This position will be supporting approximately 120 employees of SkyAlyne and

will also lead and design all common policies covering SkyAlyne and its sub-contractors for HR matters, including programs and policies concerning GBA+ matters, diversity and inclusion, onboarding, and basic training.

### **Duties and Responsibilities**

- Collaborating with leadership teams to align the organization's goals and strategies with its human resources.
- Responsible for recruiting and retaining program staff.
- Providing guidance, counselling, and coaching on all employee and employee relations issues, producing recommendations and outcomes that support organizational goals, streamline processes, consider costs, and reduce risk across the organization.
- Planning, leading, developing, coordinating, and implementing policies, processes, training, initiatives, and surveys to support the organization's human resource needs.
- Managing human resource programs and processes, including, but not limited to, compensation, benefits, performance management, talent management, staffing, retention, succession planning, leadership development, recognition, morale, onboarding, offboarding, diversity and inclusion, union-management relationships, and training and development.
- Monitoring and ensuring the organization's compliance with federal and provincial employment laws and regulations and recommended best practices.
- Writing, reviewing, modifying, and managing HR, Indigenous, and GBA+ policies and practices.
- Coordinating with other departments to increase the value of SkyAlyne programs.
- Co-chairing the NCR Offices' Workplace Occupational Health and Safety Committee.

### **Qualifications and Experience**

- Bachelor's degree, or higher education, in the field of human resources, business administration, commerce, management, leadership, industrial relations, or a related field.
- Chartered Professional in Human Resources (CPHR) designation, or an equivalent designation, education, training, or level of experience.
- Five (5) years of management experience leading a multidisciplinary team.
- Strong understanding of:
  - HR legislation and regulatory principles and practices, including, but not limited to, the Canada Labour Code, the Canadian Human Rights Act, the Employment Equity Act, the Pay Equity Act, and GBA+ processes.
  - Provincial HR legislation and regulatory principles and practices in the provinces of Ontario, Saskatchewan, and Manitoba.
  - GBA+ principles and its application.
- Previous experience working for a business where the Government of Canada was the client or a business in the aviation industry. Having a background in both environments would be an asset.
- Excellent organizational and time-management skills.

- Strong leadership, communications, interpersonal, decision-making, judgment, and problem-solving skills.
- Strong business acumen.
- Be able to hold a Protected “B” Government of Canada site/information access certification.
- Eligible to work in Canada.
- Strong oral and written English language capabilities.
- Fluency in French would be an asset.

Note: The successful candidate will have access to mentorship and support from KF Aero and CAE Human Resource departments during the execution of the role.

### **What We Offer**

- A competitive compensation model.
- Extended health and dental benefits.
- Short and long-term disability coverage.
- Paid vacation.
- Pension matching plan.
- Employee and family assistance program.
- A performance management program that is linked to monetary salary incentives.

### **How to Apply**

To apply, please email your cover letter, resume/CV, and any other required documents to [careers@skyalyne.ca](mailto:careers@skyalyne.ca). Please reference the job number in the subject line of your email.