

### About us:

Birchcliff Energy Ltd. is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff's assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term. Birchcliff has a strong record of success, built on its core belief that outstanding people, combined with a great corporate culture, creates a winning environment. Birchcliff offers competitive compensation, stock options and benefits to its employees.

Birchcliff is seeking an experienced Human Resources Advisor reporting to the Manager of Human Resources. The successful applicant will be responsible for performing various HR duties within the group and will have background knowledge in employment legislation. We are seeking a team player possessing the drive and determination to make a difference, balanced with the skill, patience and tactfulness to accomplish projects in a harmonious manner and a desire to positively contribute to the company morale and culture.

### Key Responsibilities:

- Conduct research, develop, and implement policies to align with organizational goals and industry best practices.
- Design, develop, and implement HR programs to support employee engagement, development, and operational efficiency.
- Provide support in talent acquisition processes, including recruitment strategy, candidate assessment, and onboarding.
- Ensure compliance with HR legal and regulatory requirements, maintaining up-to-date knowledge of employment laws.
- Perform industry research and analyze peer comparison data to inform strategic decision-making.
- Prepare and deliver detailed weekly, monthly, and annual HR reports, ensuring data accuracy and actionable insights.
- Coordinate and provide support for the annual performance review process, including documentation and communication.
- Review and analyze reports, proposals, and data to provide recommendations and inform HR initiatives.
- Conduct Mercer audits, compile data, and complete industry-specific surveys to benchmark organizational practices.
- Oversee employee contract management, ensuring accuracy, consistency, and compliance with legal and organizational standards.

**Education, Skills and Abilities:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Chartered Professional in Human Resources (CPHR) preferred.
- A minimum of 5 years of experience in Human Resources, including proven expertise as a Human Resources Analyst.
- Comprehensive knowledge of the Alberta Employment Standards Code and practical experience with employee-related legislation.
- Strong attention to detail with a proven ability to complete tasks accurately and efficiently.
- Exceptional verbal and written communication skills, with the ability to present facts and ideas clearly and concisely.
- Demonstrated professionalism and confidentiality when addressing diverse and sensitive issues.
- Hands-on experience with Dayforce HCM software; experience with Spotfire is considered an asset.
- Proven ability to work effectively both independently and collaboratively within a team environment.
- Excellent organizational and time management skills, with the capacity to manage multiple priorities and meet tight deadlines.

**Application Process**

Interested applicants who meet the criteria's outlined above are invited to submit their resume to [careers@birchcliffenergy.com](mailto:careers@birchcliffenergy.com) with the description "Human Resources Advisor" in the subject line of the email.

**Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted.**