

Clare Dickinson

They / Them

Looking for **Short to Medium** length **Project or Outcome Focused** work.
Open to a variety of engagement types.

Drop me a note



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or learn more about me @

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Experience At a Glance

General Business Experience: <ul style="list-style-type: none">• Data Analysis & Metric Development (Medium Complexity)• Process Management and Improvement• Team Building & Culture Management• Communication & Change Management• Budget Management	Human Resources Functional Experience: <ul style="list-style-type: none">• HR Process & Technology Rollouts• Project Management• HR Technology Strategy & Delivery• Compensation & Job Design• HR Operations• Health & Safety	Leadership Scope: Medium Team Size Leader of Leaders	Size of Budgets Managed: Team 1 Mil Project 2 - 5 Mil
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Leadership Style

<ul style="list-style-type: none">• Leads with empathy, humour and humanistic approach• Evangelist for Equitable Workplaces that focus on Best Practices in Diversity, Equity and Inclusion• Experienced in quickly assessing emerging situations and providing balanced short and long-term solutions• Skilled at translating technical concepts for non-technical audiences and blending with data backed insights to empower decision making

Delivery Approach

<ul style="list-style-type: none">• Uses flexible delivery and project management approaches. Experience with both Agile and Waterfall methodologies tailored to the situation at hand and the complexity of the project• Empowers clients to make informed decisions• Uses data to drive insights and develops outcome focused, data backed, team and process goals• Encourages teams to look at the challenge holistically and empathize with those who interact with it.• Brings together multiple perspectives to solve problems and improve outcomes
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Business Experience

2025 - 2024	Horticulture Worker <i>Canada's Island Garden, Charlottetown PEI</i> <ul style="list-style-type: none">• Cannabis cultivation worker performing roles in; Greenhouse Cultivation, Tissue Cultivation and Health & Safety.
2024 - 2021	Career Break
2021 - 2015	AVP, Global HR Shared Services <i>Sun Life Financial, Waterloo Ontario</i>
2015 - 2013	Director, Global HRMS Governance & Process <i>Sun Life Financial, Toronto Ontario</i> Internal Assignments during this period as; Acting Director, Global HRMS Solutions and Lean Management System Coach <ul style="list-style-type: none">• Accountable for the development and ongoing delivery of the HR Technology, Data Management, Employee Experience, and HR Operation strategies• Accountable for the ongoing management HR technology budget & planning, strategic vendor management, and delivery approach (Mix of SCRUM & Waterfall)• Accountable for the integration of Mergers and Acquisitions into Sun Life's HR Delivery Model, HR Processes and Systems• Oversaw the work of several internal consulting and operational teams making up the HR Shared Services organization, including;<ul style="list-style-type: none">• HR Technology Delivery: Managed the relationship with IT and delivered configuration in Workday (all aspects)• HR Product Ownership Office: Managed HR Roadmaps per COE area and ongoing relationship management across HR partners• HR Services: Provided customer service support to end users of HR programs, processes HR transactions• Payroll: Delivered payroll services for Canada and the US
	<ul style="list-style-type: none">• Led the development of a prominent Shared Services Organization focused on enabling employees and managers globally through direct access and leveraging technology to streamline HR processes• Led the communication and change management for Sun Life's HR systems• Led the HR Technology Operations team providing technical support for Sun Life's Human Capital Management system (Workday) and Applicant Tracking System (Taleo)• Provided change management support for Sun Life's LEAN Implementation by managing pilot group impact and providing coaching on concepts• Led the global design and implementation of processes for HR systems through a team of implementation managers. Processes included annual compensation, performance and talent processes and HR process reviews• Led the development, refinement and management of HR system governance model and processes• Oversaw the HR Technology budget, prioritization for IT enhancement requests and fixes, and supported contract negotiations for HR Technology vendors• Led the configuration of Sun Life's HR technology systems• Provided subject matter expertise to inform the design and implementation to the group

- Provided feedback to the team on program structure, timing and support materials
- Managed sponsor expectations and socialized change implications resulting from the LEAN implementation

2013 -
2012

HR System Project Manager

Sun Life Financial, Toronto Ontario

- Managed the evaluation and implementation of process optimization outside and inside the global HR system (Workday)
- Developed comprehensive project plans to enhance and deliver annual compensation and talent processes globally, including requirement gathering, gap analysis, configuration, and testing
- Developed ongoing support model for annual compensation and talent cycles and managed cycle delivery within the HR System globally; including pre, during and post-cycle activities
- Developed the governance model to support the ongoing changes requested for the HR system

2012 -
2006

Various HR Analyst and Compensation Roles

Sun Life Financial & SAP Canada, Toronto Ontario

Job Titles:

Human Resource Coordinator Total Rewards Analyst Compensation Consultant

Conducted Administration & Analysis of;

Executive & Investment Compensation, Incentive Compensation Plans, Broad Based Compensation Annual Review, Job Structure Review, External Compensation Review, Sales Compensation Plans

Education

Human Resource Management Post-Graduate Program

(with co-op placement)

Sheridan Institute of Technology & Advanced Learning; Oakville, ON

Class of 2006

Bachelor of Science with Honours BSc

Double Major Biological Anthropology, Women and Gender Studies with a Minor in Psychology

The University of Toronto; Mississauga, ON

Class of 2005