



***Are you an experienced Human Resources professional and want to take your career to the next level?***

The Town of High Level has an opening for the position of

## **Human Resources Manager**

### **About us**

High Level is a growing, vibrant community that hosts excellent community programming, facilities and services. Our various recreational facilities, schools, popular retail chains, regional hospital and other resources will ensure you have everything you need and more. High Level offers a mix of natural and urban resources that makes it a great place to live and raise a family.

### **Why the Town of High Level?**

- 15 days of vacation + 28 personal days
- A competitive compensation and comprehensive benefits package
- Hybrid work arrangement
- Northern allowance federal tax incentive
- A developed yet affordable community with substantial opportunities for growth

***Come for the adventure, stay for the community!***

### **About the Role**

As the HR Manager of High Level, you will have the unique opportunity to influence the strategic direction of our organization at a management level. This role requires balancing strategic leadership with hands-on operational HR tasks, and it reports directly to the Chief Administrative Officer (CAO), with a place on the Senior Management Team.

### **Core Responsibilities**

- Design and execute strategic HR initiatives that align with the town's goals and objectives.
- Execute everyday HR operations such as recruitment, employee relations, and compliance with employment laws.
- Act as a key advisor on HR issues to the CAO and senior leaders, promoting an organizational culture of growth and development.

### **Qualifications**

- Bachelor's degree or diploma in Human Resources, Business Administration, or a related field is preferred.
- Minimum of five (5) years of HR experience, ideally with a blend of strategic and transactional roles.
- Professional HR designation (CPHR) or eligibility to obtain designation.

### **Compensation**

A competitive salary and benefits package that reflects the critical nature of this role in our community will be offered. Specific details will be provided during the interview process.

**Application Process**

Please submit your resume to [recruitment@highlevel.ca](mailto:recruitment@highlevel.ca).

Interested candidates are encouraged to visit the Town's website at [www.highlevel.ca](http://www.highlevel.ca)

Application deadline: May 27, 2024 at 12 p.m.

This posting will remain open until a suitable candidate is found.