

# HUMAN RESOURCES MANAGER

*Employment Opportunity - Permanent Full-time*

**Beaver County** is located in central Alberta, just a leisurely drive 30 minutes east of Edmonton. We are a diverse community, encompassing both rural and agricultural areas, with pockets of urban development. Through ongoing engagement and commitment, we welcome all who are planning their next adventure in work or life, to call Beaver County home.

## **Position Summary**

This role is pivotal in fostering the organization's culture and driving its success through people-oriented programs and services. Reporting to the Chief Administrative Officer, the HR manager provides strategic leadership and direction for human resources management, aligning with the corporate mission, vision, values, and strategic objectives. Acting as a valuable business partner, the manager offers counsel to executive management and the CAO across various HR functions, business planning, and continuous improvement initiatives. Thriving under pressure, they are committed to learning and continuously apply new insights and processes to enhance HR operations.

## **Key Responsibilities include but are not limited to:**

- Develops departmental strategies, policies, and operational plans aligned with corporate objectives.
- Provides advisory services to leadership on policies, employee relations, performance management, succession planning, and staff development.
- Work collaboratively with the Director of Corporate Services on the development of the operational budgets for salary, benefits and professional development costs for the County.
- Works proactively to build strong relationships with leadership and employees throughout the organization, both union and non-union, focusing on building rapport and credibility.
- Proactively manage conflict and performance, while fostering a positive workplace culture through policies, programs, events, and HR-focused internal communications.
- Anticipates and addresses the impact of large-scale corporate changes on morale and productivity.
- Identify, design, and implement HR strategies, tools, and solutions relating to organizational design and workforce planning that support the achievement of corporate goals and objectives.
- Ensure adherence to all legislative requirements such as those of the Municipal Government Act and the County's bylaws and policies.
- Assist the CAO regarding the implementation of short and long-term operational and strategic planning for the department.

## **The ideal candidate will possess the following qualifications:**

- Post-Secondary Degree in Human Resources, Health and Safety, Business Administration, or a related field (combinations and equivalencies of education and experience may be considered).
- Minimum of 5 years of progressive, senior managerial and supervisory experience in a public or not-for-profit environment. Municipal experience is an asset.
- Chartered Professional in Human Resources (CPHR) designation is an asset.



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- Payroll Compliance Practitioner (PCP) Certificate from the Canadian Payroll Association is an asset.
- Proficiency in strategic and business planning processes, as well as budgeting, is essential.
- Proven leadership, supervisory and team building capabilities, complemented by a strong political acumen.
- Superior analytical, interpersonal, public relations and verbal/written communications skills.
- Excellent interpersonal skills and emotional intelligence with particular emphasis on leadership, facilitation, change management, and relationship building.
- Valid Alberta Class 5 Driver's License with favourable driving record.
- Working knowledge of the Municipal Government Act, and related regulations and policies, is considered an asset.

### **Competencies (knowledge, skills, abilities):**

- Proficient in computer skills (MS Office - Excel) and a willingness to learn new technology.
- Excellent communication and interpersonal skills.
- Personal initiative, the ability to work independently, and as a team player.
- Effective written and oral communication skills.
- Highly organized and detail oriented.
- Ability to build a strong working relationship with other staff.
- Effective and efficient time management and organizational skills

### **Additional Information:**

- Position Type: Permanent Full-Time
- Hours of work: 35 hours per week, between the hours of 8:30 AM – 4:30 PM, Monday – Friday.
- Posted Date: January 26, 2024
- Closing Date: February 21, 2024

### **To Apply:**

- Email your resume, and cover letter to Transitional Solutions, identifying Beaver County HR Manager in the subject line, in confidence to: [recruitment@tsi-inc.ca](mailto:recruitment@tsi-inc.ca)



*Beaver County is committed to maintaining a healthy and safe workplace. We appreciate all applicants' interest; however, only those selected for an interview will be contacted.*

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