



Wanted: HUMAN RESOURCES MANAGER

The Job

At the Town of Edson, we understand that the success of our organization is dependent on our people. We are seeking a progressive, experienced, and knowledgeable professional to provide full-cycle HR support across the organization as the Human Resource Manager. They will provide a broad range of services to both management and staff.

The Candidate

We are looking for a proven leader who is able to further the development and implementation of labour relations, recruitment, retention, compensation, and personnel management as well as manage the Occupational Health & Safety program. The successful candidate will also know how to function successfully in a Union workplace. The ability to develop and maintain effective, functional relationships is critical to this role.

This person must also be an excellent communicator with strong organizational skills who thrives in a dynamic work environment. They will lead with a forward-thinking approach that promotes a team environment to improve overall performance and service. This position has two direct reports encompassing both the HR and Health and Safety portfolios.

In addition to the above, this person will possess:

- A Bachelor's Degree in Human Resources, Business, Political Science, Psychology, or a related field
- Three to five years of progressive experience in Human Resources
- At least two years in a management role
- A clear criminal record check

Compensation

The wage range for this position currently sits at \$91,500 to \$110,500 per year. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

This position also offers a robust benefits package, which includes:

- A pilot program that awards **6 weeks of vacation per year**
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Send us a resume and a cover letter by 4:00 pm, March 31, 2023. In that cover letter, please tell us **who you are**, **what you value**, and **why you want to step into this position**.

Please send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202302



Job Summary

The Manager, Human Resources, is responsible for the oversight and implementation of all functions in the organization pertaining to Human Resources and Health and Safety.

This position will oversee all core Human Resources-related functions of the organization, including recruitment and onboarding, performance management and discipline, training and development, pension and benefits administration, health and safety, employee engagement, policy development and administration and legislative compliance.

They will be responsible for providing strategic advice on these functions, while also ensuring the effective operation of the Human Resources department as a critical service centre to all areas of the organization.

Job Duties

- **Departmental Management**
 - Organize employees within the department and employees within the branch to maximize operational effectiveness and ensure alignment with the Town's strategic plan.
 - Oversee the strategic and operational management of the following functions:
 - Recruitment and Onboarding,
 - Performance Management and Discipline,
 - Training and Development,
 - Pension and Benefits,
 - Health and Safety,
 - Employee Engagement,
 - Policy Development and Administration,
 - Labour Relations, and
 - Legislative Compliance.
 - Ensure all departmental activities are aligned with the direction of the Town's strategic priorities and/or otherwise deliver required services.
 - Prepare and submit the department's annual budget.
 - Ensure the department remains on target with approved budgets throughout the year and advise the Chief Administrative Officer when deviations become necessary.
 - Ensure appropriate records management within the department.
- **Organizational Engagement**
 - Develop and implement programs in accordance with organizational requirements, budgetary parameters and industry trends that help the organization effectively recruit, retain, engage, train, develop and manage Town staff.
 - Develop policies and procedures for the effective administration of HR functions, the management of Town staff and compliance with legislated requirements.
 - Prepare annual wage and salary budgets in accordance with policy requirements, market conditions and budgetary guidelines.
 - Oversee the recruitment and onboarding of new Town staff to fill existing vacancies.
 - Oversee the development and maintenance of organizational training and development programs.
 - Create and monitor organizational dashboards to provide up-to-date metrics on headcount, turnover, and vacancy rates.



- Ensure the implementation of onboarding and exit surveys.
- Present and report to Council, as required.
- **Advisory Services**
 - Strategically advise the Senior Leadership Team on position management, succession planning, employee engagement, staff development and other matters that broadly impact the organization.
 - Advise managers and supervisors on recruitment, onboarding, performance management, discipline, employee morale, health and safety, and other matters pertaining to the management of Town staff.
- **Employee Engagement and Labour Relations**
 - Actively promote a positive workplace culture through policies, programs, events, and communications.
 - Assist the Chief Administrative Officer in effective internal communications.
 - Create and deploy employee engagement surveys as often as required, interpret the results thereof, present recommendations and implement them as necessary.
 - Engage staff in focus groups and surveys to gather employee input on existing and potential HR programs and cultural initiatives.
 - Guide the process of Collective Agreement negotiations and see to the effective administration and enforcement of the Collective Agreement between ratifications.
 - Manage all employee grievances and arbitrations with the aim of peaceably resolving disputes without negatively impacting the workplace.
 - Assist managers in difficult conversations, including the execution of disciplinary actions and terminations, where required.
 - Investigate complaints and incidents, and present recommendations on the same.
 - Advise on matters affected by human rights legislation such as absenteeism, performance management, discrimination, harassment, and violence. Ensure the organization practices its duty to enquire and fulfills its duty to accommodate, where necessary.
- **Staff Management and Leadership**
 - Develop and sustain a workplace culture of high engagement within the department.
 - Foster collaboration with, and effective service to, other departments in the organization.
 - Consistently manage the performance of direct reports through the formal and informal application of both positive and constructive feedback.
 - Ensure staff are appropriately trained and equipped to fulfill their responsibilities.
 - Cross-train staff within the department, where possible, to ensure more effective coverage during absences or organizational departures.
 - Approve and track time-off requests, ensuring appropriate coverage of all responsibilities within the department.
 - Actively advocate for the Town's Health and Safety program and the principles on which it's built. Ensure compliance with Town safety measures while promoting a safety-oriented culture.
- **Other Duties**
 - Perform other duties as assigned, or as may be required for the benefit of the organization.



Core Competencies

- **Knowledge**
The person in this position must possess advanced and generalized knowledge in core human resources functions and will be well versed in legislation affecting employment standards, labour relations, occupational health and safety and human rights.
- **Skills**
The person in this position will be a skilled in research, leadership, management, communication (verbal and written), collaboration, advocacy, and policy development. They will possess reasonable fluency in the Microsoft Office suite (Word, Excel, Outlook & PowerPoint), and will have the capacity to learn other systems and platforms that may be necessary in the position.

Job Requirements

- **Education and Certifications**
A Bachelor's Degree in Human Resources, Business, Political Science, Psychology, or a related field is required. A CPHR certificate is considered an asset.
- **Experience**
Three to five years progressive experience in Human Resources, with at least two years in a management role, is required. Municipal experience will also be considered an asset.
- **Other Requirements**
A class 5 driver's license is required. A clear criminal record check is also required.

Note: The Town of Edson may consider different combinations in education, certifications and experience when filling this position.

Working Conditions

The following conditions can be consistently expected in this position.

Physical

- Safety-Sensitive Work
- Extreme Heat or Cold
- Heavy Lifting
- Working at Heights
- Working in Confined Spaces
- Working Outdoors
- Office Environment
- Physically Strenuous Work
- Hazardous Material Handling
- Repetitive Tasks

Cognitive

- Stressful Situations
- Frequent Multitasking
- Fast-Paced Environment
- Minimal Supervision
- Difficult Conversations
- Frequent Change
- Confidential Situations

Logistical

- Computer Operation
- Variable Hours
- Long Hours
- Multiple Work Locations
- Remote Working Conditions
- After-Hour Meetings