

EMPLOYMENT OPPORTUNITY

Position Title:	Human Resources Manager	Job Status:	Permanent
Department:	Legislative and Protective Services	Reports To:	Chief Administrative Officer

Position Summary

Reporting to the Chief Administrative Officer (CAO), the Human Resources Manager advises and provides strategic consultation to the CAO and leadership team on a wide range of Human Resources programs including labour relations, recruitment and selection, performance management, organizational design, change management, learning and development, compensation, human rights, and conflict resolution. This position is responsible for the direct supervision of the Information Governance program.

The incumbent collaborates with the leadership team to develop and drive Human Resources strategies to attract, develop and retain top talent. This role advises management and employees on strategic and tactical human resources issues and ensures the needs of the County are reflected in the delivery of Human Resources processes, tools, and services. The Human Resources Manager uses analysis and expertise to help inform County decisions. The incumbent has a passion for building and refining processes and practices, is strong in influencing and mentoring others and can build strong relationships with leadership, Union representatives, and staff. The incumbent is legally astute in all Human Resources related matters.

This role requires strong organizational skills, discretion, confidentiality, and a high level of professionalism and integrity.

Key Accountabilities

- Collaborate with leadership to develop County goals, business strategies, Human Resources strategies, practices, and solutions.
- Partners with the CAO and leadership to implement and deliver approaches to improve organizational, operational, and people strategies. Customizes talent management and solutions to address specific County needs and obligations to positively impact operational performance.
- Drives change management processes to improve day-to-day operations.
- Maintains expert knowledge and provides interpretations of collective agreements, legislation, policies, and practices.

- Provides research, coaching and mentorship for conflict resolution.
- Provides advice to the CAO and leaders to support their decisions based on processes and programs concerning all Human Resources related matters and leads workplace investigations.
- Ensures talent management is aligned with the County's goals and departmental needs and provides advice to leadership in development of workforce and succession plans.
- Develops and manages policies, procedures, and directives.
- Provides direction and advice on employment law and is legally astute in all matters relating to Human Resources.

Duties and Responsibilities – 85%

Under the supervision of the Chief Administrative Officer (CAO), the duties and responsibilities of the Human Resources Manager include, but are not limited to, the following:

- Overall management of Human Resources related duties associated with talent management: job description development and maintenance, recruitment and selection, hiring, onboarding, performance management, career planning, conflict resolution of employee relations matters, policy and procedure development and maintenance, and training and development.
- Manage all Human Resources related duties for approximately fifty-five (55) staff.
- Develop and implement change management processes and review and revise as required.
- Collaborates with the CAO and General Manager of Corporate Services during the salary budgeting process.
- Ensure development and administration of the total compensation system, providing advice to leadership in applying the compensation and benefits policies and programs.
- Engage with the leadership team to understand their talent needs; propose and provide support where necessary.
- Address and drive conflict resolution of employee relations matters through effective and objective processes including performance management, investigations, and progressive discipline procedures.
- Maintain a strong knowledge of relevant provincial and federal Human Resources legislation, employment standards, Human Rights, labour relations, and County policies and procedures.
- Provide employee performance and career management advice to the leadership team including training and development.
- Work collaboratively with the CAO and leadership team in identifying workforce trends and metrics and providing recommendations on Human Resources matters including programs and policies.
- Provide guidance and input to the leadership team regarding departmental restructuring initiatives, workforce planning and succession planning.
- Assist employees with training needs and provide career development advice.
- Participate in evaluation and monitoring of training programs to ensure success.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Administrative – 5%

- Monitor and review all applicable legislative changes and act for areas of responsibility.
- Where applicable, participate in the formulation of the County's response to changes in legislation.
- Performs related administrative duties including filing and HR records maintenance.
- Draft correspondence as it relates to Human Resources.
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to Human Resources and the County.

Information Governance - 5%

- Oversees the Information Governance Coordinator in development, implementation, and maintenance of the Information Governance Program, and performance of duties as the County's Access to Information Coordinator.
- Ensures the implementation and maintenance of records and information management system.
- Implementation of an annual Human Resources records review, controlling, maintaining, and disposition according to records retention laws, policies, and programs.

Other – 5%

- Other duties as assigned.
- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed.
- Promote a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation in the County's Joint Health and Safety Committee as required.
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency.

Minimum Requirements

Education/Experience

- Bachelor's Degree in Human Resources Management, Business Administration, or Commerce is required.
- Chartered Professional in Human Resources (CPHR) designation is preferred.

- Minimum of 7 years Human Resources experience working at senior levels.
- Experience working in municipal organizations managing the Human Resources function is preferred.
- Project management experience.
- Clearly demonstrated experience in Labour Relations and Collective Bargaining.

Knowledge

- Advanced understanding of Alberta Employment Standards.
- Advanced understanding of working with Unions, Collective Agreements, bargaining, grievance management, and general labour relations.
- Knowledge of budgets management.
- Knowledge of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

Other

- Acceptable Criminal Record Check

Skills

- Ability to understand and advise on Human Resources processes, policies and procedures, and compliance efforts to deliver effective solutions.
- Superior relationship-building and consulting skills, with ability to influence change.
- High business acumen and strong analytical skills.
- Strong talent management and leadership skills.
- Ability to manage ambiguity and demonstrate good judgement.
- Data analysis skills and statistical acumen.
- Ability to translate organizational and operational requirements into workable solutions.
- Exceptional communication skills and adapting communication styles, effective listening, and excellent writing and presentation skills.
- Superior organizational skills and ability to handle multiple conflicting tasks.
- Results-oriented with a high degree of drive and personal initiative, with ability to work at both a tactical and strategic level.

Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours.
- Able to work on a computer for long periods of time with prolonged exposure to computer screen.
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy.

- Required to meet several deadlines which may cause stress.
- May travel to attend meetings, activities, and conferences.
- High level of social interaction.
- Varying levels of physical effort, including moderate lifting (up to 25 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved.

Remuneration & Benefits

HOURS OF WORK:	Monday to Friday, 8:00 a.m. to 4:30 p.m. Additional hours may be requested occasionally to meet operational requirements.
COMPENSATION:	\$89,141-\$118,854/annum Competitive benefits and pension package
CLOSING DATE:	This competition will remain open until a suitable candidate is selected. Applications will be reviewed as received, and the position may be filled prior to the closing of this posting.
APPLICATION INSTRUCTIONS:	Visit https://westlockcounty.com/careers Complete the Virtual Talent Application and attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.