



Contract/Consultant Human Resources Advisor
Part-time (3 days per week) – 12-month term
Competition TOS2020-17

The Town of Strathmore is a vibrant and progressive community of 13,000 people, located on the Trans-Canada Highway 40 km east of Calgary. The community offers all amenities that appeal to a wide range of lifestyles including first class educational and recreational facilities. The Town of Strathmore provides a range of services and programs that promote the well being of the Strathmore community, “*Where Quality is the Way of Life*”. Striving to be a leader in municipal administration and operations, the Town has a strong and engaged team focused on delivering these services to the citizens of Strathmore.

Under contract to the Manager of Human Resources, HR Advisor is both a strategic and hands-on role that provides full cycle Human Resources support to our organization. The role is critical in executing our people initiatives, providing great internal customer support, and driving HR functional excellence and process improvement.

We are seeking an experienced, driven and strategic HR Advisor who will have the opportunity to support and advise the whole organization in a service oriented, responsive manner on a full range of HR services and functions. With ample opportunity to build processes, train leaders and provide functional leadership, the HR Advisor will be able to contribute to enhancing our best practice approach and leave their mark on the organization.

Key Responsibilities Include:

- Advise and support leadership teams and staff on all HR cycles such as talent management, performance management (emPerform), employee relations, workforce planning and organizational design, compensation, disability case management, etc. as required;
- Develop and maintain strong relationships with leaders and staff to realize the most effective outcomes of people plans and strategies;
- Advise directors, managers, supervisors and employees regarding employee relations, recommending practices necessary to establish a positive work environment and promote a high level of employee morale and motivation;
- Provide mentorship, guidance and HR training to the HR Assistant as required;
- Participate in the conduct of fact-finding meetings/investigations when complaints or concerns are brought forth;
- Provide expert recommendations/solutions related to the interpretation and application of employment standards, human rights legislation and Town policies and procedures for directors, supervisors and employees, to ensure consistency throughout Town practices;
- Work closely with the OH&S Advisor to uphold organizational health and safety and to manage WCB claims and cases, including return-to-work planning and case management;
- Create and facilitate training sessions focused on growing people-development skills among leaders and employees;
- Support the Town’s annual compensation cycle; and update and maintain salary budget information;
- Prepare and provide relevant, engaging communication to the organization related to HR matters and updates as required.

Desired Education and Experience:

- 5-7 years of HR strategic partner and client-facing experience where influence and strong judgement were keys to success;
- Post-secondary education in Human Resources Management, Industrial Relations, Business Administration, Leadership or related degree from a recognized post-secondary institution;
- Certified Professional in Human Resources (CPHR) designation or CPHR Candidate qualification is considered an asset;
- Experience in municipal government sector considered an asset;
- Strong experience in employee relations management, including completing investigations and work place assessments;
- Proven experience of coaching leaders and employees;
- Experience in influencing and successfully supporting organizational change;
- Thorough knowledge in legislation on human rights, occupational health and safety, employment standards, labour relations, pay equity and other applicable HR areas;
- Ability to use a variety of Microsoft Office applications. Previous experience with a payroll system such as Great Plains (Diamond) and budgeting applications such as Questica is an asset.

Competencies and Behaviours:

- A highly organized problem solver with the proven ability to think and act strategically supported by strong analytical skills.
- Strong functional knowledge in all aspects of human resource policies, programs and processes and ability to assess and execute on organizational effectiveness priorities.
- Strong interpersonal skills, including conflict resolution, interpretation and labour relations skills.
- A team player that integrates a high degree of personal drive and motivation towards team support, collaboration and reaching organizational goals.
- Demonstrated ability to make independent decisions, evaluate people, manage priorities and adapt to change in a dynamic environment, while effectively interacting with peers
- Clear thinking, conflict negotiation skills and problem-solving abilities
- Positive relationship management, communication and consulting skills in order to build positive relationships with client groups and key partners.

This position will remain open until a suitable candidate is found. Please forward a cover letter describing your experience and ability with respect to the competencies and behaviours stated above as well as your resume quoting Competition No.TOS2020-17 by email to careers@strathmore.ca.

The Town of Strathmore thanks all applicants however only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.