



HR ADVISOR / BUSINESS PARTNER (HRBP)

TOWN OF HIGH RIVER

AccessHR is pleased to partner with the Town of High River for the recruitment of a full-time, permanent HR Advisor/Business Partner (HRBP).

ABOUT HIGH RIVER

High River provides the warmth and familiarity of a small town, featuring countless outdoor trails and parks that await your next adventure. Downtown offers a variety of unique stores and businesses who take pride in fostering connection in our community. Nestled within Foothills County, High River is a people-first community where families have put down roots for generations. Just a 15-to-20-minute drive from Okotoks and a 30-minute drive from Calgary South is the opportunity to admire the Rocky Mountains and positively impact a 14,000-person community.

Welcome to High River!

ABOUT THE TOWN OF HIGH RIVER

Through the dedication and passion of our 250 employees, we are committed to delivering crucial services to the community. Our purpose (our 'why') is to make a difference in our community now and for generations to come. To achieve this, we inspire and respect one another, we can be counted on, we are better together, and we dare to be different (our 'how').

We've embarked on a workplace culture journey that has enhanced our commitment to people; both our employees and the community we serve. We have identified three pillars to achieve our workplace culture: Accountable, Connected, Excellence (ACE).

POSITION DESCRIPTION

This HR Advisor role is an addition to the current two-person HR Advisor team and is part of a 7-person HR team reporting to the Human Resources Manager.

This opportunity provides a fantastic opportunity for the true generalist. You will spend a large portion of your time supporting specific municipality units as a Business Partner. You will also have the opportunity to work on challenging projects including an HRIS implementation that is currently underway.

Another differentiator for this role is that the Human Resources team is a trusted advisor to leadership on both tactical and strategic levels. You won't only be fielding calls to put out fires! One more differentiator is that you will be joining a close-knit HR team that works hard and has fun!

Ultimately, we are seeking an approachable, trustworthy, and strategic culture advocate who takes a proactive role in delivering exceptional HR services.

This is a true hybrid role which currently provides a work from home option with a minimum of 50% of workdays on location in High River.

KEY DELIVERABLES:

- **Leadership Development:** Develop, coach, and support leaders to effectively navigate challenges, drive results, and create a positive and supportive work environment.
- **Employee Relations:** Provide guidance and advice on complex employee relations matters ensuring unbiased evaluation, compliance with legislation, and consistent adherence to policies.
- **Disability Management:** Advise on disability management, including accommodations and return to work and modified work plans.
- **Talent Acquisition:** Lead full-cycle recruitment processes from posting to hiring to onboarding; work with leaders to identify needs and ensure legal and organizational standards are met.
- **Learning & Development:** Support career development by providing training and coaching to individuals and teams; assist with training evaluation processes.
- **Compensation:** Support the design and application of a compensation program in alignment with organizational objectives.
- **Workplace Culture Champion:** Advance workplace culture goals by supporting leaders with strategies, tools, and resources to achieve Accountability, Connection, and Excellence (ACE).
- **Projects:** Actively participate in and/or lead the design and execution of various HR projects including HRIS implementation, performance management, and compensation.

QUALIFICATIONS

- **Well Rounded Generalist:** Knowledge and experience in all aspects of human resources; this is not a role for a specialist.
- **Relationship Building & Client Service:** Exemplary interpersonal skills as the successful candidate will need to build trust with a large variety of internal and external stakeholders.
- **Teamwork & Collaboration:** True collaborative mindset to work seamlessly with the HR team and foster an environment where everyone is included.
- **Leadership Development:** Day to day work involves setting leaders up for success by coaching and mentoring them to build their leadership skills.
- **Active Listener:** Asks “tell me more” and “help me understand” questions to build full comprehension before offering solutions.
- **Entrepreneurial Spirit:** Navigates ambiguity well; brings an ability to develop procedures and processes to support a consistent and innovative approach.

EDUCATION & EXPERIENCE

- Degree, Diploma, or Certificate in Human Resources or another related field.
- 5+ years’ experience in Human Resources Generalist and/or Business Partner roles.
- CPHR designation or working towards designation.
- Exposure to or understanding of Labour Relations.

ASSETS

- Experience implementing Dayforce or other Human Resources Information Systems (HRIS).
- Policy and technical writing expertise.
- Awareness of Change Management Principles.

WHAT WE OFFER

- Work Week: 35-hour work week with option to bank an extra 2 hours/week for an additional personal day/month.
- Work Environment: Currently minimum 50% in office with one anchor day; work from home option available for the rest of the work week; flexibility for snow days and other emergencies.
- Compensation: Includes 100% employer paid benefits, STD, LTD, HCSA, EFAP, recreation facility access, free parking, and LAPP pension plan.
- Generous vacation, personal, and sick day plans.
- Immediate access to outdoor activities including walking, hiking, and fishing during lunch hours and before/after work.
- Truly collaborative, supportive, and fun HR team.
- Work with a leadership team who trust and appreciate the value of Human Resources.

POSITION REQUIREMENTS

- Able and willing to commute to the Town of High River a minimum of 50% of workdays.
- Flexibility to attend occasional off-hours meetings.

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. **Please indicate “HR Advisor” in the subject line of your email. The position posting will close at 6:00 pm on March 18th, 2024.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the Town of High River is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.