



MANAGER OF HUMAN RESOURCES

TOWN OF HIGH RIVER

AccessHR is pleased to partner with the Town of High River for the recruitment of a full-time, permanent Manager of Human Resources.

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.

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

Following an internal promotion, the Town of High River is seeking a Manager of Human Resources to lead our close-knit team of human resources, payroll & benefits, and health & safety professionals. This position reports to the Director of Corporate & Community Support and works in close partnership with Employees, Leaders, Senior Executive, Council, and the bargaining unit executive (Employee Association).

This opportunity is well suited for a strategic, trusted professional with a passion and appreciation for public service. You will spend a large portion of your time driving workplace culture initiatives, developing teams, and facilitating resolution of complex employee relations matters. You will also bring project management expertise to people & culture initiatives including an HRIS implementation currently underway.

A clear differentiator is that the successful candidate will be a trusted advisor to Senior Executives and Council at both tactical and strategic levels. You will prepare and present policies, programs, and reports to Council, lead the labour management strategy, and develop talent programs.

Ultimately, we are seeking an inspiring, accountable, and collaborative community builder who demonstrates high emotional intelligence and a commitment to service excellence.

KEY DELIVERABLES

- **Strategic HR:** Introduce and deliver innovative programs and initiatives to support strategic priorities, business objectives, and organizational culture in alignment with the Town's values.
- **Budgeting and Resource Allocation:** Manage strategic priorities, create, and monitor budget, analyze trends, allocate resources, and evaluate outcomes against metrics.
- **Labour Relations:** Lead collective bargaining process, liaise with Employee Association Executive, and guide the grievance, mediation, and arbitration processes.
- **Change Management:** Effectively plan, implement, and communicate organizational change initiatives navigating impact to ensure employee engagement and adoption.
- **Projects:** Steer the development and implementation of diverse HR projects including HRIS integration, performance management enhancement, and compensation restructuring.
- **Stakeholder Engagement:** Take a genuine interest in listening and understanding various perspectives, needs, and concerns.
- **Leadership Development:** Develop, coach, and support leaders to effectively navigate challenges, drive results, and create a positive and supportive work environment.
- **Workplace Culture Champion:** Advance workplace culture goals by supporting leaders with strategies, tools, and resources to achieve Accountability, Connection, and Excellence (ACE).

QUALIFICATIONS

- **Leadership:** Public sector HR Leadership experience in all aspects of human resources. Leads by example, demonstrating integrity, humility, and ethical behavior in both actions and decisions.
- **Negotiation and Diplomacy:** Exemplary interpersonal, communication, and negotiation skills. Builds trust, resolves conflicts, and achieves consensus among stakeholders.
- **Legal and Compliance Knowledge:** Understanding of employment laws, regulations, and compliance requirements; ensures HR practices & policies meet legal standards to mitigate risk.
- **Exceptional Communicator:** Demonstrates strong written and verbal communication, influences others, and encourages open dialogue; active listens and asks, "tell me more" and "help me understand" questions to build full comprehension before offering solutions.
- **Dare to be Different:** Fosters creativity and innovation; ability and willingness to break away from conventional thinking in pursuit of improving on best practices.

EDUCATION & EXPERIENCE

- Undergraduate degree in business, public administration, human resources, or related field
- 10+ years' experience in Human Resources leadership roles
- 5+ years' experience in unionized environments providing labour relations advice and support
- Public sector industry experience
- CPHR designation or eligibility to obtain the designation in Alberta

ASSETS

- Municipal government work experience
- Mid to Senior level leadership experience in the public sector
- Advanced education or certification in change management, project management, and/or business administration
- Collective bargaining experience, preferably in a lead negotiator role

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: on-site, with flexibility for snow days and other emergencies; once established in the position, there is an option to work from home on occasion
- Compensation: includes employer paid benefits, STD, LTD, HCSA, and EFAP, recreation facility access, free parking
- Local Authority Pension Plan (defined benefit)
- 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
- 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 “Manager Human Resources” in the subject line of your email. The position posting will close at 8:00 pm on April 4th, 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.