

EMPLOYMENT OPPORTUNITY			
Position Title	HUMAN RESOURCES COORDINATOR		
Department	ADMINISTRATION	Reporting To	CAO
Level / Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Casual	Closing Date	JUNE 15, 2018

Position Summary

The Human Resources Coordinator is responsible for providing support in the critical areas of recruitment, staffing, training, performance management, creation and application of policies and procedures, and overall employee support. This individual must possess the ability to maintain an impeccable level of confidentiality. All work should be carried out with the overall goal of promoting the well-being of employees in the workplace.

Primary Responsibilities

- Prepare, develop and implement policies and procedures for staff recruitment and retention
- Manage all recruitment tasks including assisting managers in the development of job postings, posting opportunities, reviewing resumes, scheduling and conducting interviews, drafting offer letters and completing professional employment checks
- Work with senior management to target organizational objectives through collaboration, openness and personal development
- Undertake special projects related to all aspects of human resources
- Maintain up-to-date confidential employee files including current and relative orientation and training material for new and existing employees
- Develop and ensure job descriptions for all staff are accurate and up-to-date
- Develop and implement an organizational succession plan
- Participate in meetings and discussions to plan and implement proposed changes to organization structure and culture, Human Resource processes, policies, procedures and leadership
- Coaching and monitoring the performance management process for all employees to

ensure timely and effective appraisals for all employees

- Conduct employee workplace investigations, developing reports and making recommendations
- Managing corrective and disciplinary actions and ensuring they are administered fairly and in compliance with Town policy
- Conduct employee workplace investigations, developing reports and making recommendations
- Develop and maintain cooperative working relationships with union and non-union staff, union executive, external associations, agencies and service providers
- Actively participate in labour relations activities such as Labour Management Committee meetings, grievance handling and collective bargaining
- Conduct exit interviews
- Perform other duties as may be assigned from time to time by the Chief Administrative Officer

Decision Making Role

Works under general direction and guidance. The Human Resources Coordinator shows original and independent thinking in developing plans and approaches for tasks.

Major Inter-Personal Contacts

Contacts which are important usually in presenting recommendations and gaining agreement. Contact with stakeholders, elected officials, union executives and representatives of other agencies.

Supervision

This is a non-supervisory position.

Qualifications

- Post-secondary degree in Human Resources Management or a related field (equivalent combination of education and experience may be considered)
- Certified Human Resources Professional (CHRP) designation is an asset
- Registered Professional Recruiter (RPR) designation is an asset
- Class 5 drivers license

Experience

- Minimum 5 years experience as a Human Resources Generalist, preferably in the public sector with experience in recruitment and retention practices, performance management, workplace investigations, succession planning, and training and development
- Experience in development of policies and procedures
- Experience in labour relations with a knowledge of rules, regulations, case law, principles and practices related to negotiating and administering collective agreements

Skills and Abilities

- Able to clearly and effectively communicate information, data and recommendations both verbally and in writing
- Adept at developing and maintaining positive and constructive relationships with workers, union representatives and all levels of management
- Professional, courteous, calm, and has the ability to mentor front line supervisors on hiring, interviewing, and conflict resolution skills
- Proactive, organized, and not afraid to show initiative in respect to human resources activities
- Working knowledge of staff retention methods, performance management and coaching concepts, principles and practices
- Capable of working with involved parties in a cohesive manner to work towards acceptable, effective solutions with human resource-related issues. Provides necessary information, solution options and recommendations
- Must have the ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standards, practices, policies, procedures, regulations & law
- Demonstrates strong organizational, time management, coordination and prioritization skills, with ability to handle many tasks while responding to a high volume of inquiries
- Demonstrated superior attention to detail
- Accountable for actions and decisions and reports results and outcomes to management

Additional Information

Please submit a cover letter outlining your skills and experience along with your resume in confidence to:

Human Resources

Town of Drayton Valley

Box 6837

Drayton Valley, AB, T7A 1A1

Fax: (780)542-5753

Email: personnel@draytonvalley.ca

Deadline to apply is no later than 4:30p.m. on June 15, 2018.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.