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| <b>Position:</b>      | Human Resources Business Partner |
| <b>Department:</b>    | Corporate Services               |
| <b>Reports to:</b>    | Director of Corporate Services   |
| <b>Position type:</b> | Full-time, Permanent             |
| <b>Work location:</b> | Administration Building          |

### Position Overview

Reporting to the Director of Corporate Services, the Human Resources Business Partner (HRBP) will provide practical HR guidance across the full employee lifecycle including employee relations, recruitment, disability management, performance, training, and policy development and implementation. The HRBP fosters strong relationships and understands operational needs to deliver responsive, compliant, and effective HR support to County leaders and staff.

### Key Duties and Responsibilities

- Provide HR advice, expertise, and coaching to employees and leadership on employee relations, legislation, policies, procedures, and best practices.
- Consult with leadership and legal counsel on complex employee relations matters, including involuntary terminations.
- Provide guidance to leaders on performance management processes, including reviews, coaching, and progressive discipline.
- Work with hiring managers on recruitment activities, including requisition development, candidate screening, shortlisting, and interview coordination, as required.
- Work with leadership on workforce planning, succession planning, and talent management strategies.
- Collaborate with the HR team to develop, maintain, and deliver effective onboarding and orientation programs.
- Support organizational design initiatives, including departmental restructuring and job description development and review.
- Conduct compensation reviews and provide recommendations to ensure market competitiveness and internal equity.
- Support and coordinate the annual salary review process.
- Assist with external benchmarking requests related to compensation and benefits from other municipalities.
- Review, update, and develop County policies and procedures.

- Support short and long-term disability claims and leaves of absence in collaboration with the Payroll and Benefits Specialist and external providers.
- Work with managers to develop and implement modified work and accommodation plans.
- Identify and recommend training and development opportunities to meet departmental and organizational needs.
- Support the development and delivery of HR-related training programs.
- Facilitate training sessions and present HR-related information to employees and leadership.
- Lead or support continuous improvement initiatives, new HR programs, and special projects.
- Support the implementation and optimization of HRIS systems and modules.
- Review and interpret HR data (e.g., turnover, absenteeism, engagement) and provide insights and recommendations to leadership.
- Provide acting coverage for the HR Manager, as required.
- Provide HR support and guidance to Advisors, as required.
- Other duties as required.

### **Qualifications, Education and Experience**

- Must possess a bachelor's degree in human resource management, business administration, or a similar discipline.
- A Chartered Professional in Human Resources (CPHR) or equivalent designation is required.
- A minimum of five (5) years of progressive, senior-level human resources experience, including providing professional consultation, guidance, and coaching in recruitment and onboarding, employee relations, performance management, employee development, job evaluation administration, job description development, and compensation and benefits administration.
- Valid Alberta Class 5 driver's licence with a driving abstract that meets County requirements.
- Must be able to provide a satisfactory criminal record check.
- Experience working with and advising senior leadership.
- Demonstrates effective coaching skills.
- Experience developing human resources related policies and procedures and developing human resources related programs.
- Experience working with an Applicant Tracking System and HRIS platforms.

The following are considered *assets* to be successful in this position.

- Experience in a municipal or public sector environment.
- Experience with employee investigations and employee relations; workplace investigations training or certification.
- Understanding of payroll and benefits administration.

### **Skills Required**

- Demonstrates integrity, humility, and ethical behavior in both actions and decisions.
- Strong written and verbal communication skills.
- Effective public speaking and presentation skills.
- Ability to adapt to changing work environments, manage competing demands, and deal with uncertainty, delays, and unforeseen events.
- Highly organized with strong attention to detail.
- Proficiency in Microsoft Office Suite and HR information systems.
- Ability to engage, inspire, and build effective working relationships and collaborate with all stakeholders.
- Demonstrates sound judgment, initiative, and a high degree of discretion and confidentiality.
- Sound problem-solving skills with the ability to resolve complex HR issues.
- Proven conflict resolution and mediation skills, with the ability to manage sensitive situations diplomatically.
- Demonstrates strong knowledge of the Alberta Employment Standards Code, Occupational Health & Safety Act, Human Rights Act, WCB, FOIP, and PIPEDA regulations.

### **Working Conditions and Physical Demands**

- Physical demands include those associated with working in an office environment using computers and related equipment such as photocopiers and printers.
- Extensive use of computers and phones.
- Extended periods of sitting and standing, including while photocopying, filing, and printing.
- Must be able to reach and lift personnel file storage boxes weighing up to 25-30 pounds.
- Must be able to travel to off-site locations using County vehicles.