



Position:	Human Resources Advisor
Department:	Human Resources
Reports to:	Manager of Human Resources
Position type:	Full Time, Permanent
Work location:	Administration Building – High River

Position Overview

This intermediate level position provides crucial consultative support to Foothills County and the Human Resources Department (“HR”).

As a subject matter expert with a generalist background, the Human Resources Advisor will act as a trusted advisor to employees, supervisors, and management within the organization on a wide range of HR services. The successful candidate will have great interpersonal skills and a proactive and collaborative attitude, and a strong work ethic.

We are looking for a highly ethical team player who takes initiative and thrives in a busy, fast-paced environment. Key responsibilities will include full-cycle recruitment, employee onboarding and orientation, supporting change and performance management initiatives, responding to employee and labor relations issues, and handling the department's day-to-day activities.

Key Duties and Responsibilities

Functional Duties

- Participate and lead the full-cycle recruitment process, which includes advertising, screening, interviewing, background checks, and the preparation of hiring letters. Collect, manage, and retain applicant information in accordance with regulations.
- Using a consultative approach, respond to all personnel-related inquiries and act as a trusted advisor to all stakeholders and employees.
- Provide professional human resource expertise, advice, and support to internal stakeholders on recruitment, employee and labor relations, best practices, conflict resolution, performance management, and progressive discipline.
- Actively participate in the development and delivery of HR service and operational plans, strategies, policies, and processes.
- Provide support to Manager of Human Resources on special projects as required, and continually strive to enhance the quality and efficiency of HR services and deliverables.

- Support employees, supervisors, and managers with performance reviews as appropriate, and take the lead in ensuring completion according to established timelines.
- Administer personnel-related activities, including updating and/or creating job descriptions and maintaining HR records.
- Proactively assist the HR Department with the research, coordination, and tracking of training.
- Provide analysis and recommendations on compensation and classification requests, including completing and submitting external HR surveys (salary, turnover, etc.).
- Prepare and maintain new hire package documentation and orientation packages, conduct HR orientations for all new and seasonal hires. Maintain seasonal and casual employee program files.
- Initiate regular updates to county organizational charts and the policy manual.
- In conjunction with the Manager of Human Resources, administer medical and non-medical accommodations and assist employees with the disability management application process.
- Set up and arrange facility bookings (internal and external) for HR activities.
- Participate and assist in all HR or cross-functional activities and projects, as directed, including attending the Health and Safety Committee and toolbox meetings.
- Other duties as assigned.

Occasional Duties

- Administer WCB claims and return to work activities, including liaising with the Worker's Compensation Board in relation to active files, appeals, and the "return to work" program.
- Work collaboratively with the Human Resources team and actively participate in human resource programs, special projects, and initiatives as required.
- Track and maintain current employee criminal record checks and drivers' abstracts.
- Provide vacation and leave coverage for HR team members

Qualifications, Education and Experience

- Must possess a bachelor's degree or diploma in Human Resource Management.
- A minimum of three years of experience as a generalist or advisor in human resources, or five years of progressive HR-specific experience with increasing scope and responsibility is essential.
- A Chartered Professional in Human Resources (CPHR) designation or progress towards completion is preferred.

Competencies & Skills

- Demonstrates integrity, humility, and ethical behavior in both actions and decisions.
- Ability to engage, inspire and build effective working relationships and collaborate with all stakeholders.
- Ability to adapt to a fast paced and changing work environment with competing demands.

- Demonstrates a solid work ethic and sound professional judgement, including taking initiative and having a high degree of respect for discretion and confidentiality.
- Sound problem-solving and influencing skills, including the ability to understand broad human resource issues and resolve conflict situations in a diplomatic manner.
- Excellent communicator with strong written and verbal communication skills
- Superior organizational skills and excellent attention to detail.
- Proficiency in Microsoft Office Suite.
- Demonstrates knowledge of the Alberta Employment Standards Code, Occupational Health & Safety Act, Human Rights Act, WCB, FOIP, and PIPEDA regulations.

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

- Expertise with total compensation rewards, payroll and benefits.
- Experience with software such as HRIS, ATS, and Avanti.

Working Conditions and Physical Demands

- Physical demands include those connected with working in an office environment with computers and related devices such as photocopiers and printers.
- Extensive use of computers and phones.
- Extended periods of sitting. Extended standing in relation to photocopying, filing, and printing.
- Must be able to reach and lift personnel file storage boxes weighing up to 50 pounds.
- Ability to drive County vehicles to off-site interviews and other HR events.