

HUMAN RESOURCES ADVISOR

An excellent opportunity exists for a highly motivated **Human Resources Advisor** to join our dynamic and committed team. In conjunction with one other HR Advisor, this position provides HR generalist advice and support in all elements of the Human Resources function for the City of Camrose. This position reports to the Deputy City Manager.

Some of the duties of this position include:

FUNCTIONS:

- Provide leadership, advice, and services to supervisors and employees for effective HR practices in areas such as: attraction and retention, recruitment, performance and career management, training and development, disability management and return-to-work plans, as well as compensation and benefits.
- Provide research, analysis, and support for labour relations and collective bargaining.
- Assist with conducting and participating in market salary/benefit reviews.
- Coordinate staff functions and implement innovative employee recognition programs.
- Research, develop, and apply HR policies and procedures.

QUALIFICATIONS:

- A post-secondary degree or diploma in human resources or a related field and a CHRP designation (completed or in progress).
- Minimum 5 years' work experience and familiarity with a wide range of HR functions.
- Experience with collective agreements considered an asset.
- Excellent interpersonal and communication skills with a strong customer service approach.
- Demonstrated professionalism and well developed leadership skills.
- Municipal government experience considered an asset.
- The successful applicant will be required to produce a current and satisfactory Driver's Abstract and Police Information Check.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

ANNUAL SALARY: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by May 26, 2017 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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