



Employment Bulletin

Parkland County
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Parkland County, AB T7Z 1R1

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Website:
parklandcounty.com

Interested candidates are invited to apply on our website at www.parklandcounty.com

Parkland County has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

HUMAN RESOURCES BUSINESS PARTNER

(Permanent, Full-time)

Parkland County has a Permanent, Full-time position available for a Human Resources Business Partner in the Employee Services Department. Under the direction of the Supervisor, Human Resources, the Human Resources Business Partner serves as an internal business partner and provides human resources advisory services, consultation and assistance to all levels of staff and management. Areas of focus include employee relations, absence/disability management, employee life-cycle management, recruitment and onboarding, workplace investigations and support for departmental and organizational wide initiatives.

QUALIFICATIONS:

- Diploma or Certificate in Human Resources or Business Administration with a Human Resources focus is required. A Degree in a related field would be considered an asset.
- A Minimum of three years' related experience in a Human Resources environment is required, including experience in the areas of disability management, employee life cycle management, workplace investigations and recruitment.
- General computer proficiency, including Microsoft Office, along with familiarity with HR applicable legislation (Employment Standards, Human Rights, Freedom of Information and Protection of Privacy (FOIP) is required. Experience using Microsoft D365 as a HRIS is considered an asset.
- A Certified Professional in Human Resources (CPHR) designation or related coursework leading towards this designation would be considered an asset.
- Strong interpersonal, communication, and relationship building skills are required. Ability to work independently, multi-task efficiently and handle information in a sensitive manner are required.
- Excellent writing, editing and proof-reading skills are also required.
- Possession of a valid Alberta driver's license and satisfactory driving record is required.

Competition Number:	22-53
Rate of Pay:	\$71,880 to \$89,850 per annum.
Hours of Work:	7 hours/day; 35 hours/week.
Competition Closing Date:	Wednesday, July 13, 2022 at 4:30 p.m.
Benefits:	Extensive benefits are offered including an option to join our Earned Day Off Program.