



## Human Resources Coordinator – Permanent Full Time

Competition #HR-001 | Closes when a suitable candidate is hired

Reporting to the Chief Administrative Officer or designate, the Human Resources Coordinator provides leadership, support, advice, and assistance in human resources, including recruitment, performance management, compensation, training & development, and employee relations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

Duties may include (but are not limited to):

#### **Human Resources**

- Raises HR issues with management, identifies solutions, and recommends action plans
- Develops retention strategies through supporting a workplace environment of collaboration, innovation, and a culture of trust
- Facilitates and supports Supervisors and Managers through the investigation process, including resolution, progressive discipline documentation, and next steps
- Provides support and advice on HR issues as a trusted partner to employees
- Manages the full-cycle recruitment process
- Facilitates a positive and engaging onboarding and orientation experience
- Coordinates the exit process, including conducting exit interviews
- Works with Management to maintain current job descriptions
- Proactively monitors changes in key legislation impacting the MD and ensures compliance for human resources and payroll matters (WCB/WSIB, OHSA, Human Rights, Alberta Employment Standards)
- Develops company policies and procedures as needed, updates existing policies and procedures and employee handbooks
- Coordinates WCB claims and all related paperwork
- Maintains proper documentation of employee records and updates organizational charts
- Acts as point of contact for all inquiries regarding group health benefits
- Coordinates employee performance evaluations, salary increases, and reclassifications
- Completes annual budget for total compensation packages and employee training
- Participates in total compensation survey to ensure MD is in line with industry standard
- Provides backup support to the Payroll Administrator and assists during year-end payroll processes
- Organizes and chairs general staff meetings, prepares staff newsletters, and ensures employees are aware of changes in policies, procedures, benefits, and legislation
- Reviews all HR policies on a regular basis, keeps them current to meet all legislative requirements, and advises senior leadership of the needed amendments
- Performs other duties, special projects, and research as assigned by the CAO and/or designate

#### **Safety & Payroll**



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- Provides backup support with adequate and competent organizational safety and payroll functions on an as needed basis
- Assists with planning, implementing, and maintaining a variety of health, wellness, safety, environmental and payroll programs as required

### General Accountabilities

#### *Leadership*

- Facilitates alignment between organizational goals, management team, and partner organizations
- Provides mentorship and assistance to employees in navigating political directions
- Intentionally and purposely develops self and others
- Behaves in alignment with the MD's values and policies; identifies when things are out of alignment and acts as an agent for positive change
- Communicates and addresses issues and concerns as they arise, with the person most appropriate for a complete and respectful resolution
- Promotes a positive, professional image and takes pride in the MD, its work culture, and its people
- Involves and inspires others to determine solutions and fulfill their responsibilities
- Ensures decisions are made and results are accomplished
- Adheres to municipal standards, environmental compliance, and regulatory compliance

#### *Communication*

- Communicates respectfully and tactfully
- Confronts problems and issues competently, mitigating them from interfering with work objectives
- Establishes and maintains vertical and lateral communication and feedback systems
- Consistently communicates with the CAO, council, and other organizational leaders on politically sensitive matters
- Consistently demonstrates positive, effective communication skills and interactions, and proactively shares pertinent information with the teams

#### *Relationships*

- The HR Coordinator is relied on as a trusted advisor and partner who builds respectful and productive relationships at all levels of the organization and with external associations

#### *Safety*

- Works in a manner that is safe for everyone; takes personal responsibility for safety of self and others
- Recognizes hazards and addresses them in a reasonable manner
- Reports facility problems to the Health & Safety Coordinator for the provision of a safe work environment



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- Awareness of job-related hazards and compliance with controls and processes in place
- Demonstrates accountability for and contribute to the success of the MD's Health & Safety Program by providing a safe working environment and injury free workplace for all employees in compliance with legislation and the Alberta Occupational Health and Safety Act, Regulations and Code

### *Innovation*

- Identifies where efficiencies can be gained and seeks to improve processes and services
- Is willing to implement alternative solutions to what is commonly done
- Adapts to new ways of doing things and anticipates department needs
- Demonstrates flexibility and creativity at work by identifying efficiencies, seeking to improve

### **EDUCATION & CERTIFICATION**

- Post-secondary education in Human Resources
- Chartered Professional in Human Resources (CPHR) designation – *preferred*
- Valid Alberta Class 5 Driver's License
- Current clear criminal record check must be provided by the successful candidate

### **SKILLS & EXPERIENCE**

- 3-5 years of experience in a previous HR Position
- Proficiency with computers and Microsoft Office programs
- Superior social, communication, and relationship management skills
- Ability to manage time, prioritize work, and meet deadlines in a fast-paced multitasking environment
- Skilled in conflict management
- Ability to appropriately exercise discretion and confidentiality
- Ability to work well under pressure, individually and as part of a team
- Mediation and facilitation skills to reach consensus and propose solutions – *asset*
- Experience working with the Alberta Municipal Government Act (MGA), environmental legislation, and other related legislation – *asset*
- Experience leading in an organization that is run by a board of directors or body of elected officials – *asset*

The successful candidate will be rewarded with a competitive salary and benefit package and a variety of developmental opportunities — including the opportunity to make a real difference within a progressive municipal organization.

Please submit your application to [recruitment@mdlsr.ca](mailto:recruitment@mdlsr.ca) referencing **Competition #HR-001** in the subject line.



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This competition will remain open until a suitable candidate is hired.

We thank all applicants in advance for their interest in this position, however only those selected for an interview will be contacted.

**MD of Lesser Slave River  
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