

HUMAN RESOURCES BUSINESS PARTNER

Position ID: J0824-0180

Job Type: Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$97,567.00/Year

Max Salary: \$121,959.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

This position reports to the Manager of Human Resources and is designed to partner with specific business groups to provide strategic human resources support. The Human Resources Business Partner (HRBP) maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition.

Primary accountabilities include:

- Provide strategic employee relations partnering, including coaching and education to leaders and employees
- Support organizational initiatives by coaching to address resistance, motivation, employee engagement and improvement of performance in a manner that demonstrates our culture and values
- Consult with leaders to resolve complex employee relations issues
- Conduct effective, thorough and objective investigations to determine disciplinary actions and required follow up
- Maintain an in-depth knowledge of employment law, legislation, HR trends and data points to drive enhancements and serve the city business units

- Monitor existing programs and implement new or revised policies, programs, and procedures to meet current and future needs of the city
- Build and maintain effective and respectful working relationships under circumstances that may be controversial or highly sensitive
- Serve as a change agent by influencing key stakeholders in support of organizational effectiveness
- Promote a diverse, respectful and inclusive work environment
- Promote and model the city culture and values

You Bring:

- Bachelor's degree in Human Resources or a related discipline is required
- Minimum of 5 years progressive experience with working knowledge of multiple human resource disciplines
- Previous experience as an HR Business Partner or Generalist is preferred
- CPHR designation is required (or currently working towards it)
- Experience with employee investigations and employee relations
- Demonstrated ability to maintain company and employee confidentiality at all times and handle sensitive information in an appropriate manner
- Demonstrated effective coaching skills
- Ability to shift between strategy and execution of outcomes as needed
- Strong written and verbal communication skills required
- Display a high degree of integrity and professionalism
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to communicate and influence individuals and groups to accept change and new ideas
- Ability to remain innovative and positive in times of imposed constraints and challenges
- Ability to quickly align with shifting priorities, work assignments and timelines
- Strong problem solving, decision making and conflict resolution skills
- Demonstrated proficiency in Microsoft Office
- Resourceful and well organized
- Strong team player
- Customer service focus

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work

arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself and your interest in this role.

Interviewing and hiring may commence prior to the posted closing date.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.