



MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL
TITLE: Human Resources Manager

Classification: Manager 1	Supervisor: Chief Administrative Officer
Department: Finance and Administration	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Permanent Full Time	Salary Range: \$99,714.09 to \$119,383.23

Summary:

The Human Resources (HR) Manager provides leadership and expertise in all aspects of human resource management to align with the Municipality of Jasper's strategic goals.

This position manages a team of four employees and oversees key functions, including occupational health and safety (OH&S), HR policies, talent acquisition, pension and benefit administration, job evaluation, compensation, labour relations, and collective agreement negotiation.

The HR Manager ensures compliance with legislation and best practices while fostering a service-oriented, productive, equitable, and engaging workplace culture.

Duties and Responsibilities

Organizational Leadership

- Provide leadership, guidance, and support the development of the Human Resources and Occupational Health and Safety staff
- Provide strategic HR guidance and advice to senior management, aligned with the organization's corporate values, the People Strategy and Council's Strategic Priorities.
- Maintain an operational service model that ensures the HR needs of the council, management and employees are met.

Labour Relations and Collective Agreement Negotiation

- Lead the municipality in union contract negotiations, preparing resources and analyzing proposals.
- Serve as the primary contact for union representatives, ensuring consistent communication and resolution of union-related matters.
- Provide guidance on interpreting and administering collective agreements to managers and staff.



- Prepare for and represent the municipality at arbitration board hearings.
- Ensure compliance with all labour legislation and collective agreement provisions.

Talent Acquisition

- Lead and manage the recruitment process across all municipal departments, ensuring adherence to approved hiring practices.
- Develop and implement recruitment strategies to attract and retain top talent.
- Collaborate with department managers to identify staffing needs and align hiring processes with organizational goals.
- Develop, implement and oversee, onboarding programs to integrate new employees effectively into the municipality's culture and operations.

Occupational Health & Safety (OH&S) Policies

- Oversee and manage the Occupational Health and Safety Program at the MoJ
- Support the OH&S Advisors with developing and implementing OH&S policies and procedures to comply with legislation.
- Monitor workplace practices to ensure compliance with OH&S regulations.
- Manage return-to-work programs, including WCB claims and modified duties.

Pension and Benefit Administration

- Administer employee pension plans (LAPP) and benefits under the collective agreement and municipal policies.
- Ensure compliance with legislation, policies and procedures related to pension and benefit programs.
- Maintain accurate and secure records to meet auditing and accounting requirements.

Job Evaluation and Compensation

- Lead the job evaluation process to ensure equitable and consistent assessment of all positions.
- Develop and manage salary structures in alignment with industry benchmarks and organizational needs.
- Provide advice on compensation adjustments, wage increases, and other pay-related matters.

HR Policies, Procedures, Systems and Programs

- Develop, update, and implement HR policies and procedures to align with strategic objectives and legislative requirements.



- Provide training and resources to managers and staff on policy interpretation and application.
- Monitor and evaluate HR programs to ensure their effectiveness and alignment with organizational goals.
- Promote a culture of continuous improvement and employee engagement.
- Develop, implement, and maintain HR data governance, systems, and reporting mechanisms. HR data is to be reported to SLT quarterly and to council twice per year.

Payroll Administration

- Supervise payroll functions to ensure timely and accurate processing.
- Oversee year-end payroll activities, including T4 preparation and financial reporting.
- Prepare and analyze financial reports related to payroll expenditures.
- Ensure compliance with auditing and accounting requirements.

Skills and Attributes

Essential Skills

- Deep expertise and knowledge of Human Resources including labour relations, job evaluation, organizational development, payroll, as well as pension and benefit administration.
- Service oriented mindset.
- Strong verbal, written, and presentation communication skills.
- Proficiency in Microsoft Office and HR information systems.
- Exceptional organizational and time management abilities.
- High degree of ethics, integrity, diplomacy, and confidentiality.
- Analytical and strategic thinking skills to drive cultural change and measure results.
- Effective interpersonal and facilitation skills for positive relationships and collaboration.

Desired Attributes

- Mediation, negotiation, coaching, and mentoring expertise.
- Adaptability and resilience in managing conflict or sensitive issues.
- Strong problem-solving abilities and the ability to handle competing priorities.

Education and Experience

Required Qualifications

- Degree in Human Resource Management or a related discipline.



- 5–8 years of progressive HR management experience, including leadership roles.
- Experience in a unionized environment and labour relations.
- Expertise in organizational development, training, and performance management.
- Familiarity with municipal payroll, pension, and benefit programs.


Preferred Qualifications

- Chartered Professional of Human Resources designation (CHRP)
- Knowledge of public sector accounting standards (PSAB) and GAAP.
- Familiarity with municipal legislation such as the Municipal Government Act (MGA) and FOIPP.

Working Conditions

- Significant time spent at a computer; proficiency with office applications is essential.
- Regular interaction with council, management, and employees across all levels.
- Frequent handling of sensitive situations, including conflict resolution.
- Ability to manage multiple, competing priorities under tight deadlines.

EVALUATION:

Approved:  _____ Date: **2024-12-30** _____