



Manager, Human Resources
(Full-Time, Permanent)

As Manager, Human Resources, you “Take care of Banff” by grounding the Town’s employee and workplace policies, procedures and programs in our organizational culture. As a senior leader, you rely on your extensive HR experiences to blend emotional intelligence, discretion and judgement with practical application of legislation and process. Your people philosophy manifests itself in a work environment and culture of inclusion and belonging.

Your qualifications demonstrate your acquired skills and knowledge in the key operating and regulatory functions of Human Resources and in supporting the employee experience from pre-hire to termination. Your personal qualities align with a role that responds to human emotions, legislative requirements and ability to lead and support employees at all levels through change, opportunity and challenge. You are prepared for a role that requires you work with every level of our organization, as well as engaging with elected officials, industry peers, partners, agencies and consultants. Your reputation as a fair, calm and focussed “people person” affirms your choice in profession.

This position will transition over the next two years as the Town engages in a period of organizational assessment. This includes consideration of departmental reporting structure, including, the “right” place for Human Resources. You are versed and comfortable with “grey” and can see and lead others to create and enjoy a professionally satisfying, rewarding and “colourful” work experience.

We are seeking a qualified and experienced HR professional who can make our employee mission come alive through healthy workplace relationships and sound policies, programs and practices. You know the rewards and opportunities of being the culture-keeper of the organization. You will demonstrate your leadership in the areas of compensation and benefits, recruitment and selection, performance management, employee retention and relations, health and safety, legislative compliance, training and development and project/consultant management. You have worked and networked with internal colleagues and external professionals and can position expectations according to the perspectives and influence of each unique individual, while representing the organizational priorities.

We look forward to your cover letter and resume demonstrating how you would bring experience, passion and execution of a vision that will enhance the “Townie” experience. A full position description is available here.

“Taking care of Banff: our Community, our People, our Park.”

To apply please submit a copy of your resume and cover letter, no later than February 17, 2025, at noon to:

Email: jobs@banff.ca

Fax: 403.762.1260

Deliver: Town Hall, 110 Bear Street, Town of Banff, Alberta

We appreciate the interest of all applicants, but only those candidates selected for an interview will be contacted.

For more information about why the Town of Banff could be your next great career move, please visit banff.ca/careers.