



We at the Municipality of Jasper are united in our core values:
Accountability – Communication – Empathy – Professionalism – Respect – Teamwork

Human Resources Manager

Full-Time Continuous

Department:	Finance and Administration
Compensation:	Salary Range: \$99,714.09 to \$119,383.23
Hours of work:	7.50 hours/day, 37.50 hours per week
Days of work:	Monday-Friday
Audience for posting:	Internal/External
Job Posting #:	25.002
Deadline to apply:	Open until filled

ABOUT THE POSITION

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.

QUALIFICATIONS & EXPERIENCE

Your resume and cover letter must clearly describe how you meet the following qualifications:

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.

WORK PERFORMED

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.

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.

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.

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.

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.

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.
- Promote a culture of continuous improvement and employee engagement.

Please refer to the attached full job description for Human Resources Manager, or review on our website www.jasper-alberta.com under Employment.

HOW TO APPLY

Submit a resume and cover letter in PDF format outlining your qualifications, experience and any relevant documentation to the Human Resources Coordinator, Marlyn Fernandez, by email to mfernandez@jasper-alberta.ca

We recognize the value that comes from different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh new ideas to our organization.