



Human Resources Manager

Located in the heart of the Canadian Badlands, the Town of Drumheller is a thriving worldwide tourism destination community serving 8,000 permanent residents and almost 1 million visitors annually.

If it's a Career you're looking for, you've come to the right place.

The Town of Drumheller is seeking an experienced and strategic Human Resources Manager to lead and support a comprehensive range of human resources functions that contribute directly to organizational effectiveness and long-term municipal success.

Reporting to the Chief Administrative Officer (CAO), this dynamic leadership role is responsible for talent management, labour relations, compensation and benefits, policy development, and strategic workforce planning. The Human Resources Manager is a proactive and trusted advisor who champions best practices in staff management and employee engagement, with a strong focus on supporting a positive, inclusive, and high-performing workplace culture. The HR Manager provides guidance to senior leadership on matters including labour and employee relations, talent acquisition and retention, disability and attendance management, performance management, compensation, wellness programming, and compliance with relevant legislation.

This role is also responsible for overseeing the development, implementation, and continuous improvement of the Town's human resources policies, procedures, and programs. The HR Manager leads the collective bargaining process and serves as the Chief Spokesperson in negotiations with CUPE, while also managing grievances, workplace investigations, and accommodation requests. In addition, the position ensures the Town's compensation strategies remain competitive and equitable through job evaluations, pay surveys, and salary structure planning.

This role won't disappoint, and you **will** make a difference.

Required Qualifications

- A degree in Human Resources Management or a similar discipline; the equivalent in experience and formal training will also be considered.
- A minimum of 7 years of progressive HR Generalist experience in a unionized environment and 1 - 2 years of leadership experience.
- Considerable hands-on experience in recruitment, compensation and benefits administration, employee and labour relations, job evaluation, performance and attendance management, conflict resolution, workforce planning, collective agreement interpretation, and human resources related legislation (e.g. Employment Standards Act, Workers Compensation Act, Human Rights Code, Public Service Employee Relations Act).
- Project management experience with planning, developing, and implementing HR-related initiatives.



- Current and continuing knowledge of compliance practices with respect to relevant employment, labour, and health & safety legislation.
- Strong interpersonal skills with the ability to manage conflict in a professional manner.
- A Chartered Professional in Human Resources (CPHR) designation is preferred.

Additional Information

The Town of Drumheller offers a competitive compensation package that includes salary, vacation, management leave, extended health and wellness benefits package, LAPP pension (effective date of hire), professional development support, and an excellent team environment.

Prospective candidates must be prepared to undergo an education verification process and a satisfactory criminal record check and must be open to relocating to Drumheller. Financial Relocation Assistance may be available.

If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this worldwide destination area.

Application Deadline: Until the position is filled.

Interested candidates can submit a resume and cover letter via our [CAREERS site](#). We thank you in advance for your interest. Only those applicants selected for an interview will be contacted.

We are committed to fostering an inclusive and accessible recruitment process. If you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs in a timely and respectful manner, ensuring equitable participation for all applicants.