



HR & SAFETY MANAGER

Join a City on the Rise: Welcome to Martensville!

Nestled just minutes north of Saskatoon, the City of Martensville is one of Saskatchewan's fastest-growing communities—a place where urban energy meets small-town charm. With a population that's thriving and a local government committed to innovation and inclusivity, Martensville offers a dynamic work environment rooted in community spirit.

Our city is built on the values of connection, trust, health and wellbeing. From expanding infrastructure to new residential developments and bustling commercial growth, Martensville is evolving into a hub of opportunity for families, businesses, and professionals alike.

Whether you're drawn by the scenic walking trails, vibrant recreational facilities, or the sense of belonging that comes with living in a tight-knit community, Martensville is more than just a place to work—it's a place to grow. And now, we're looking for passionate individuals to help shape its bright future. 🌱

Position: Human Resources & Safety Manager

The HR & Safety Manager is a senior leadership role responsible for establishing and managing the full scope of the City of Martensville's human resources and occupational health and safety functions. Reporting directly to the City Manager, this position serves as the City's HR department, providing strategic and operational leadership across all HR disciplines.

Key Responsibilities:

- Lead recruitment and onboarding processes to attract top-tier talent
- Guide employee relations with fairness, empathy, and professionalism
- Develop and implement human resource policies and procedures
- Oversee occupational health and safety programs and ensure regulatory compliance
- Administer and negotiate collective agreements and manage labour relations matters
- Provide guidance on disciplinary actions, performance management, and workforce planning
- Draft clear, persuasive, and legally sound correspondence and documentation

What You Bring:

- Proven experience as a senior HR leader with a background in municipal or public sector settings (preferred but not required)
- Exceptional written and verbal communication skills, with the ability to craft professional documentation
- Deep knowledge of employment legislation, collective bargaining, and safety regulations
- Sound judgment, integrity, and discretion in handling confidential matters
- Ability to work independently, solve problems proactively, and influence change across the organization
- Chartered Professional of Human Resources designation (CHRP) is preferred.

What We Offer You:

- **Competitive Salary:** Annual salary range of \$104,959 to \$125,720 based on skills, education and experience.
- **Health & Wellness Benefits:** Competitive Group Benefits package in addition to an annual \$600 Health Spending Account.
- **Security:** This is a full-time, permanent, salaried, out-of-scope leadership position.
- **Pension:** Participation in the Municipal Employees Pension Plan (MEPP), a Defined Benefit Pension Plan ensuring long-term retirement financial stability.
- **Work-life Balance:** Typical hours of work are Monday to Friday, 9 am to 5 pm. This position also enjoys 15 flexible earned days off and 1 Personal Day in addition to regular vacation entitlement.
- **Commitment to Growth:** Support for professional and career development.

Application Details:

Interested applicants are invited to submit a cover letter and resume on the City of Martensville Employment website: <https://www.martensville.ca/pages/employment2.html>

Application Deadline: **August 6, 2025**

Applications will only be accepted by online submission.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

The City of Martensville values its employees and provides competitive wages and benefits.

Martensville is a community of families, friends, and neighbors who work, play, and grow together in a safe, active, and healthy environment.

Martensville is a great place to call home.