

TALENT MANAGEMENT SPECIALIST

Position ID: J1125-0173

Job Title: TALENT MANAGEMENT SPECIALIST

Job Type: Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Talent Management Specialist is responsible for overseeing and executing the organization's cyclical talent management programs. This includes performance management processes, succession planning, employee engagement surveys, new hire surveys, and exit surveys. The specialist will also support continuous improvement projects within the department to enhance overall talent management processes.

Responsibilities include:

- Administer and manage cyclical talent management programs, including performance management processes, succession planning, employee engagement surveys, new hire surveys, and exit surveys
- Collaborate with the HR team to ensure the effective implementation and continuous improvement of talent management initiatives
- Execute BEAD (Belonging, Equity, Accessibility, Diversity) initiatives through survey design and deployment
- Design and manage Qualtrics surveys, including employee engagement, CAO feedback, and leadership assessments
- Support workforce planning efforts to align talent strategies with organizational goals
- Lead project management efforts for talent initiatives from planning to execution
- Manage performance management processes to ensure consistent and fair evaluations
- Develop and implement strategies for talent development and succession planning to ensure a robust leadership pipeline
- Develop and present annual HR metrics and insights to leadership
- Monitor and analyze talent management metrics to identify trends and areas for improvement
- Coordinate and send targeted Qualtrics surveys to leaders and stakeholders as appropriate
- Provide guidance and support to leaders and employees on talent management best practices

- Ensure compliance with relevant regulations and organizational policies
- Perform other duties as assigned

You Bring:

- Degree, diploma, certificate (or working towards) in Business/Human Resources or a related field
- Minimum 3-5 years' experience working in the Human Resource field
- Chartered Professional in Human Resources (CPHR) certification (or working towards) preferred
- Certified Talent Management Practitioner (CTMP) preferred
- Proven experience in talent management, including performance management, succession planning and employee engagement
- Experience in continuous improvement projects within HR departments
- Knowledge of workforce planning and talent development strategies
- Knowledge of HR software and tools
- Proficient in Microsoft Office
- Strong analytical skills with the ability to interpret and leverage talent management metrics
- Excellent written and verbal communication skills
- Ability to manage multiple projects and priorities in a fast-paced environment
- Ability to have open dialogue and collaborate with team
- Self-motivated with the ability to work autonomously
- Ability to envision new paths and bring forward ideas

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.