

## Human Resources Business Partner II

Position ID: J0626-0049

Job Title: Human Resources Business Partner II - Term (20 Months)

Job Type: Term Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

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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 Human Resources Business Partner (HRBP) II position is designed to partner with specific business groups to provide strategic human resources support; employee relations partnering, coaching, and education to leaders and employees.

The HRBP maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition.

Responsibilities include:

- Provide strategic employee relations partnering, including coaching and education to leaders and employees
- Support organizational initiatives by coaching to address resistance, motivation, employee engagement and improvement of performance in a manner that demonstrates our culture and values
- Consult with leaders to resolve complex employee relations
- Conduct effective, thorough, and objective investigations to determine disciplinary actions and required follow up
- Maintain an in-depth knowledge of employment law, legislation, HR trends and data points to drive enhancements and serve the city business units
- Monitor existing programs and implement new or revised policies, programs, and procedures to meet current and future needs of the city
- Build and maintain effective and respectful working relationships under circumstances that may be controversial or highly sensitive
- Serve as a change agent by influencing key stakeholders in support of organizational effectiveness
- Promote a diverse, respectful and inclusive work environment while promoting the city's culture and values

### You Bring

- Bachelor's degree in Human Resources or a related discipline is required
- CPHR designation is required
- Minimum of five (5) years progressive experience with working knowledge of multiple human resource disciplines
- Experience with employee investigations and employee relations
- Workplace investigations training/certificate an asset
- Demonstrated ability to maintain company and employee confidentiality at all times and handle sensitive information in an appropriate manner
- Demonstrated effective coaching skills
- Ability to shift between strategy and execution of outcomes as needed
- Strong written and verbal communication skills required
- Display a high degree of integrity and professionalism
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to communicate and influence individuals and groups to accept change and new ideas
- Ability to remain innovative and positive in times of imposed constraints and challenges



- Ability to quickly align with shifting priorities, work assignments and timelines
- Strong problem solving, decision making and conflict resolution skills
- Demonstrated proficiency in MS Office
- Resourceful and well organized
- Strong team player
- Customer service focus

### **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**

The position is a temporary full-time role (37.5 hours per week) and includes a comprehensive benefits package. It is expected to continue until March 31, 2028; however, the duration may be shortened or extended based on business needs and project timelines, and the end date is not guaranteed.

Note: If you do not currently have your CPHR designation, you will qualify as a Human Resources Business Partner I with an hourly salary range of \$46.81 to \$58.51.

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