

## People Services

Competition #J0426-1131

### Advisor, Employee & Labour Relations

One (1) Temporary Full-Time Position



Reporting to the Director, People Services, the Advisor, Employee and Labour Relations is responsible for promoting and supporting positive employee and labour relations. This position partners with leaderships ensuring that people programs are aligned with organizational goals. This position handles the employee and labour relations portfolio including collective bargaining, investigations, performance management, attendance management, and union relations.

Responsibilities include, but are not limited to:

- Interpret, administer, and provide guidance regarding unionized employees as required.
- Advise on labour relations and disciplinary matters while fostering fairness, equity, and legal compliance.
- Manage employee performance management, investigations, disciplinary action and terminations as required.
- Coordinate Union Negotiations and provide input throughout bargaining as a member of the People Services Team.
- Determine and recommend Employee Relations practices necessary to establish a positive employer-employee relationship and employee satisfaction.
- Advise and educate employees and managers on collective agreement, HR policies, procedures, initiatives, and programs, ensuring consistency of policy application throughout the organization.
- Resolve management and/or employee issues by investigating complaints and concerns.
- Provide expertise to managers and supervisors on non-union employee performance management, issue resolution, investigations, disciplinary action, and terminations as required.

The successful candidate will possess a post-secondary Diploma, preferably a degree in Human Resources Management. A Workplace Investigations Certificate is required, whereas a Commissioner of Oaths, CPHR Designation, and Municipal experience is considered an asset. A minimum of 5 years' related working experience in Employee and Labour Relations in a unionized environment is required. The incumbent will understand, interpret, and apply relevant employment standards and legislation policies, guidelines, and industry trends, as well as maintain current knowledge of legal and arbitral developments and recommend actions regarding compliance and risk mitigation. Skills in investigation, influencing, and legal research are required. Proficiency in Microsoft Office 365, including Word, PowerPoint, Excel, SharePoint, as well as Great Plains/Diamond is essential. This position requires excellent analytical, organizational, and conflict resolution skills.

**Hours of Work:** 37.5 per week; Monday to Friday

**Duration:** August 4, 2026 – August 4, 2028

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

- Competitive wages
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities
- This position is not eligible for benefits or pension

The City of Fort Saskatchewan offers a wage range of \$50.36 to \$59.25 per hour. Qualified applicants are invited to apply in confidence no later than **Thursday, June 25, 2026**, through the Career Portal on the City's website at [www.foortsask.ca](http://www.foortsask.ca).



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.***