

Human Resources ERP Subject Matter Expert - Term (18 Months)

Position ID: J0726-0203

Job Title: Human Resources ERP Subject Matter Expert - Term (18 Months)

Job Type: Term Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/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 Human Resources ERP Subject Matter Expert (SME) is a temporary, project-based role responsible for supporting the implementation of the organization's new Enterprise Resource Planning (ERP) system, with a primary focus on Human Resources modules within Oracle ERP solutions. This position provides dedicated HR subject-matter expertise to ensure system configuration, testing, data readiness, and change activities align with organizational policies, processes, and established HR practices.

The role plays a critical liaison function between Human Resources, the ERP vendor, and internal stakeholders to support a successful system transition, minimize implementation risk, and enable effective adoption across the organization.

Responsibilities include:

- Serve as the Human Resources subject matter expert for the ERP implementation, representing HR business requirements throughout the project lifecycle
- Translate HR policies, procedures, and other requirements into ERP system configuration, workflows, and functional design decisions
- Support ERP system configuration, testing, and validation activities, including data mapping, user acceptance testing, defect management, and resolution of HR related issues
- Coordinate HR data readiness activities, including data cleansing, validation, and accuracy checks to support a successful system transition
- Collaborate closely with IT, Finance/Payroll, the ERP vendor, and internal stakeholders to ensure HR system impacts are identified, understood, and addressed
- Support change management and adoption efforts by contributing to training materials, job aids, communications, and HR user support during implementation and go live
- Provide guidance and issue escalation during implementation and post go live stabilization, supporting timely resolution and minimizing operational disruption
- Support knowledge transfer and transition to steady state operations, ensuring HR team readiness following completion of the ERP implementation

You Bring:

- Bachelor's degree in Human Resources or a related discipline is required
- CPHR designation is an asset
- Demonstrated experience in Human Resources operations, policies, and systems
- Experience supporting system implementations, process improvement initiatives, or large organizational change projects is an asset
- Demonstrated experience leading or supporting the implementation of Oracle ERP solutions is a definite asset
- Knowledge of data migration, system integrations, and reporting tools associated with Oracle suite environments an asset
- Strong working knowledge of HR policies, procedures, and employment frameworks
- Demonstrated ability to analyze business processes and translate requirements into practical system solutions
- Strong organizational, problem-solving, and attention-to-detail skills

- Effective interpersonal and communication skills, with the ability to work collaboratively across departments
- Proven project management skills, with experience coordinating implementation timelines, managing risks, and ensuring successful delivery of ERP-related projects
- Strong written and verbal communication 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, annual adult Genesis Place pass, 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.

*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 on our [Careers](#) page. 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 10:00 PM MT (Mountain Time) 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.