

Employment Opportunity

Human Resources Manager

Corporate Services Department

Full-Time, Exempt, Regular

July 22, 2026

The City of Fernie invites applications from qualified, experienced, persons for the full-time, exempt, regular, position of Human Resources Manager.

POSITION SUMMARY

Reporting to the Director of Corporate Services, the Human Resources Manager is responsible for the administration, coordination, implementation, and continuous improvement of the City's human resources, labour relations, disability management, recruitment and retention, professional development and training programs.

The Human Resources Manager serves as a trusted resource to employees, supervisors, managers, and exempt staff, providing professional advice and support on a wide range of people-related matters. The position supports the delivery of organizational priorities by ensuring compliance with applicable legislation, collective agreements, policies, and best practices while fostering a respectful, healthy, safe, and engaged workplace.

The Human Resources Manager leads the day-to-day administration of recruitment, onboarding, attendance management, employee relations, training and professional development initiatives, disability management, records management, policy implementation, and workforce planning activities. The position also provides support in labour relations matters including collective agreement interpretation, investigations, grievances, bargaining preparation, and organizational change initiatives. The position may provide oversight to one direct report.

Working collaboratively with all departments, the Human Resources Manager contributes to a positive organizational culture and supports the City's commitment to safety, wellness, initiative, accountability, integrity, teamwork, and continuous improvement.

DUTIES AND RESPONSIBILITIES

Human Resources Operations

- Administer, develop and continuously improve the City's human resources programs, policies, procedures, and practices.
- Provide advice and guidance to supervisors, managers, and employees regarding human resources matters, legislation, policy interpretation, and employment practices.
- Coordinate recruitment and selection processes including job postings, screening, interview coordination, reference checks, offer preparation, and onboarding.
- Maintain employee personnel records and ensure the integrity, confidentiality, and security of human resources information.
- Coordinate and deliver employee orientation and onboarding programs.
- Assist with workforce planning initiatives, succession planning, organizational development, and employee engagement activities.

- Support compensation administration, job evaluation, classification reviews, and organizational structure reviews.
- Prepare reports, correspondence, presentations, and recommendations related to human resources initiatives and programs.
- Maintain and update human resources policies, procedures, forms, templates, and employee resources.

Labour Relations and Employee Relations

- Assist with the administration and interpretation of collective agreements and employment policies.
- Provide support in labour relations matters including grievances, investigations, discipline, attendance management, workplace conflict resolution, and performance management processes.
- Participate in meetings with union representatives and employees as required.
- Assist in collective bargaining preparation, research, costing, and implementation activities.
- Support managers and supervisors in addressing employee relations concerns through coaching, guidance, and recommendations.
- Conduct workplace investigations, fact-finding activities and complete confidential reports assigned.
- Monitor legislative and collective agreement changes and recommend operational updates.

Disability Management and Attendance Support

- Coordinate disability management, accommodation, and return-to-work programs in accordance with applicable legislation and organizational practices.
- Liaise with employees, supervisors, medical practitioners, insurers, and external service providers regarding accommodation and return-to-work matters.
- Maintain confidential records related to disability management and attendance programs.
- Monitor attendance trends and provide recommendations to support employee wellness and organizational effectiveness.

Organizational Development and Training

- Coordinate employee training, leadership development, professional development, and organizational learning initiatives.
- Support employee engagement, culture, recognition, and wellness programs.
- Assist with implementation of strategic workforce initiatives and organizational improvement projects.

Administration and Corporate Support

- Research, analyze, and prepare reports, recommendations, policies, and correspondence.
- Maintain confidentiality and exercise sound judgment in handling sensitive information.
- Establish effective working relationships with employees, unions, managers, external agencies, and stakeholders.
- Participate in organizational initiatives and special projects or events as assigned.
- All employees shall work in accordance with the City's Safety Management System.
- Other related duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job

VALUES

Staff are expected to champion the City of Fernie's Corporate Vision, Mission, and Values, embedding these principles in their leadership approach and team operations to foster a culture of excellence and continuous improvement:

Vision; An inclusive workplace where people are supported, excited and proud.

Mission; Prioritize a healthy and respectful organization that enables quality service delivery.

Core Values

- Safety and Wellness
- Initiative
- Accountability
- Integrity
- Teamwork

QUALIFICATIONS

- Bachelor's Degree in Human Resources Management, Labour Relations, Public Administration, or a related discipline.
- A Chartered Professional in Human Resources (CPHR) designation is preferred.
- Additional training or certification in occupational health and safety, labour relations, disability management, workplace investigations, mediation, conflict resolution, leadership, or public administration is considered an asset.
- Minimum two (2) years of progressively responsible experience in Human Resources, Labour Relations, Disability Management, Organizational Development, or a related field, preferably in a unionized and/or public sector environment.

Knowledge, Skills and Abilities

- Demonstrated experience supporting recruitment and selection, employee relations, performance management, accommodation and return-to-work programs, workplace investigations, policy development, and training initiatives.
- Demonstrated experience interpreting collective agreements and applying employment law, labour, privacy, human rights, and occupational health and safety legislation.
- Strong analytical, problem-solving, facilitation, and conflict resolution skills, with the ability to exercise sound judgment, diplomacy, discretion, and confidentiality in sensitive situations.
- Excellent verbal and written communication skills, including the ability to prepare reports, policies, procedures, correspondence, presentations, and recommendations for diverse audiences.
- Demonstrated ability to manage multiple priorities, work independently, and effectively coordinate projects and programs in a dynamic environment.
- Leadership capability and strong interpersonal skills, with the ability to build positive and collaborative relationships with employees, union representatives, management, elected officials, community partners, and stakeholders.
- Strong computer proficiency, including Microsoft Office Suite and human resources, payroll, records management systems.
- Valid Class 5 British Columbia Driver's License.

WORK CONDITIONS

- Frequent use of computers, software applications, and standard office equipment.
- Regular interaction with employees, managers, union representatives, external agencies, and the public.
- Working in a busy environment with competing priorities, frequent interruptions, and confidential or sensitive information.
- Occasional attendance at Council meetings, training sessions, and organizational events, including occasional evening work and overtime.
- Moderate travel to various local municipal facilities and work sites to support human resources activities.
- Extended periods of sitting, computer work, and document review.

ACKNOWLEDGEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The City of Fernie offers competitive benefits and a competitive salary depending on the applicant's experience and abilities. The Human Resources Manager is a full-time (35 hours/week), regular, exempt position. Salary band for this exempt role ranges from \$87,200-\$104,500 per year depending on education, certifications and experience, supplemented with competitive benefits and pension, and will receive the higher benefits between the CUPE Local 2093 and IAFF Local 2827. Earned Day Off Program: (i.e., Extra Day Off every three weeks) and Pension Plan inclusion.

Interested applicants are requested to submit a resume and cover letter in pdf format before **12:00PM (MST) Thursday August 13, 2026**, to careers@fernie.ca titled "Human Resources Manager"

Camille Neal, Director of Corporate Services

careers@fernie.ca

PO BOX 190, 501-3rd Avenue

Fernie, BC V0B 1M0

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

The City of Fernie is committed to diversity, equity and inclusion in the workplace and during the recruitment process. We welcome applicants from all qualified individuals, including those who belong to equity-deserving groups. If you require accommodation to participate in the recruitment process, please inform us when you apply, and we will make every effort to meet your needs. Staff can be reached at careers@fernie.ca or reached at 250-423-2242 to arrange for accommodation.

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.