



MANAGER, HUMAN RESOURCES

CITY OF AIRDRIE

AccessHR is excited to partner with the City of Airdrie for the recruitment of a full-time, permanent Manager, Human Resources.

ABOUT AIRDRIE

Airdrie is located just north of Calgary, Alberta with its southern boundary just a few kilometers from Calgary's northern boundary. It is one of the fastest growing cities in Canada and is projected to continue to grow rapidly due its proximity to Calgary and a large land annexation from nearby Rocky View County in 2012.

Airdrie is a vibrant and caring community rich in urban amenities and opportunities for everyone. With a population approaching 100,000 and an average age under 35 years old, Airdrie is the 5th largest city in Alberta and is predicted to move into the #3 position, after Calgary and Edmonton, within the next few years.

Airdrie is also ideally situated within an easy drive to the Rocky Mountains and the recreational and amenity choices of Calgary as a major urban centre. Residents here enjoy excellent proximity to Calgary International Airport and downtown Calgary.

ABOUT THE CITY OF AIRDRIE

Through the commitment and caring of our 800 employees, we are dedicated to our mission of Create, Serve, and Care. Our core values of Open Dialogue, Collaborative Relationships, Learning, Ownership, Innovation & Entrepreneurial Spirit, and Encourage the Heart, support the achievement of our Mission.

Our inclusive culture creates a workplace that welcomes 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 also passionate about improving the lives of our residents through care and respect. At the City of Airdrie, we learn, grow, and accomplish great things together.

POSITION DESCRIPTION

The City of Airdrie has created a new role of Manager, Human Resources, to lead all human resources functions including people development and payroll & benefits. This position reports to the Director of People and Organizational Effectiveness and works in close partnership with employees, leaders, senior executives, council, and bargaining unit executives.

This opportunity is well suited for a strategic, trusted professional with a passion and appreciation for public service. You will spend a large portion of your time driving workplace culture initiatives,

developing teams, and facilitating resolution of complex employee relations matters. You will also bring project management and change management expertise to people & culture initiatives.

A clear differentiator for this role is that the successful candidate will be a trusted advisor to the CAO and Director team at both tactical and strategic levels. Ultimately, we are seeking an approachable, transparent, empathetic leader who listens carefully, takes an inquiry-based approach, demonstrates high emotional intelligence, and brings a commitment to service excellence.

KEY DELIVERABLES

- **Strategic HR:** Introduce and deliver innovative programs and initiatives to support strategic priorities, business objectives, and organizational culture in alignment with the city's values and community needs.
- **Budgeting and Resource Allocation:** Create and monitor budgets, analyze trends, allocate resources, and evaluate outcomes against metrics.
- **Labour Relations:** Lead collective bargaining process, liaise with union executive (for fire department only) and management, and guide grievance, mediation, and arbitration processes.
- **Enterprise Resource Planning (ERP):** Contribute to selection and implementation of ERP system; assist with plan roll-out and communications to ensure employee engagement and adoption.
- **Stakeholder Engagement:** Take a genuine interest in listening and understanding various perspectives, needs, and concerns.
- **Leadership Development:** Develop, coach, and support leaders to effectively navigate challenges, drive results, and create a positive and supportive work environment.
- **Workplace Culture Champion:** Advance workplace culture goals by supporting leaders with strategies, tools, and resources.
- **Talent Strategy:** Build and execute the organizational talent management strategy; lead the design and delivery of HR programs and procedures.
- **Total Rewards & Payroll:** Oversee rewards, compensation, and benefits programs and payroll professionals; develop and maintain competitive programs and offerings.
- **Learning & Development:** Partner with our Learning & Engagement team to address learning and development opportunities.

QUALIFICATIONS

- **Leadership:** Embodies an empathetic, servant leadership style; empowers direct reports to achieve outcomes through coaching and mentoring; ability to lead remote employees.
- **Collaborator:** Freely shares information and ideas appropriately with direct reports, peers, and senior leaders; encourages collaborative and inclusive relationships and breaks down silos.
- **Integrity:** Leads by example, demonstrating integrity, humility, and ethical behavior in both actions and decisions.
- **Negotiation and Diplomacy:** Exemplary interpersonal, communication, and negotiation skills. Builds trust, resolves conflicts, and achieves consensus among stakeholders.
- **Legal and Compliance Knowledge:** Understanding of employment laws, regulations, and compliance requirements; ensures HR practices & policies meet legal standards to mitigate risk.
- **Exceptional Communicator:** Encourages open dialogue; actively listens and asks, "tell me more" and "help me understand" questions; communicates clearly and checks in to ensure full comprehension; straightforward and truthful even in challenging situations.

EDUCATION & EXPERIENCE

- Preference given to an undergraduate degree in business, public administration, human resources, or related field
- 10+ years' experience in Human Resources leadership roles
- Experience in similar size, complex, and growing organizations
- 5+ years' experience in unionized environments including collective bargaining experience
- Experience leading payroll professionals
- Experience interacting with boards of directors and/or municipal councils
- CPHR designation or eligibility to obtain the designation in Alberta

ASSETS

- Municipal government work experience
- Mid to senior level leadership experience in the public sector
- Advanced education or certification in change management, project management, and/or business administration
- National Payroll Institute Certificate or Certified Compensation Professional (CCP)
- Certified Employee Benefits Specialist (CEBS) designation
- Lead negotiator collective bargaining experience

WHAT WE OFFER

- Genuine opportunity to influence and effect change
- On-site with flexibility for snow days and other emergencies; once established in the position, there is an option to work from home one day per week
- Compensation includes employer paid extended health care, HCSA and wellness account, EFAP, recreation facility access, free parking
- Local Authority Pension Plan which starts immediately
- Optional supplementary pension plan (APEX)
- Truly collaborative, supportive, and fun place to work
- Work with a leadership team who trust and appreciate the value of Human Resources

POSITION REQUIREMENTS

- Flexibility to attend occasional off-hours meetings

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. **Please indicate "Manager Human Resources" in the subject line of your email. The position posting will close at 8:00 pm on May 16th, 2024.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the City of Airdrie is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.