



HUMAN RESOURCES MANAGER

The Job

The Town of Edson is seeking a forward-thinking and experienced Human Resources Manager to lead the delivery of all HR and Health & Safety functions across the organization. This is a key leadership role responsible for overseeing recruitment and onboarding, performance management, training and development, employee engagement, labour relations, policy development, and legislative compliance. This role also provides strategic advice to senior leadership and ensures the HR department operates as a responsive and effective service centre that supports the Town's strategic priorities and fosters a safe, positive and inclusive workplace culture.

The Candidate

The successful candidate is a collaborative and knowledgeable HR professional with a strong background in both strategic planning and day-to-day HR operations. You bring in-depth expertise in employment legislation, labour relations, organizational development, and health and safety, along with a proven ability to lead teams, manage complex employee matters, and advance employee engagement and organizational culture. You are a trusted advisor, an effective communicator, and a champion of continuous improvement. Experience in a municipal or public sector setting is considered a strong asset.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow.

If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.



What do we offer?

Compensation

The wage range for this position is \$95,400 - \$118,400 per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below by August 10, 2025, quoting competition #EDSOM-202510.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202510



Position Description

Human Resources Manager

General

The Manager, Human Resources, is responsible for the oversight and implementation of all functions in the organization pertaining to Human Resources and Health and Safety.

This position will oversee all core Human Resources-related functions of the organization, including recruitment and onboarding, performance management and discipline, training and development, health and safety, employee engagement, policy development and administration, and legislative compliance.

They will be responsible for providing strategic advice on these functions, while also ensuring the effective operation of the Human Resources department as a critical service centre to all areas of the organization.

Primary Responsibilities and Authority

Departmental Management

- Organize employees within the department and employees within the branch to maximize operational effectiveness and ensure alignment with the Town's strategic plan.

Oversee the strategic and operational management of the following functions:

- Recruitment and Onboarding,
 - Performance Management and Discipline,
 - Training and Development,
 - Health and Safety,
 - Employee Engagement,
 - Policy Development and Administration,
 - Labour Relations, and
 - Legislative Compliance.
- Ensure all departmental activities are aligned with the direction of the Town's strategic priorities and/or otherwise deliver required services.
 - Prepare and submit the department's annual budget.
 - Ensure the department remains on target with approved budgets throughout the year and advise the General Manager, Corporate Services when deviations become necessary.
 - Ensure appropriate records management within the department.

Organizational Engagement

- Develop and implement programs in accordance with organizational requirements, budgetary parameters, and industry trends that help the organization effectively recruit, retain, engage, train, develop, and manage Town staff.



- Develop policies and procedures for the effective administration of HR functions, the management of Town staff, and compliance with legislated requirements.
- Prepare annual wage and salary budgets in accordance with policy requirements, market conditions, and budgetary guidelines.
- Oversee the recruitment and onboarding of new Town staff to fill existing vacancies.
- Oversee the development and maintenance of organizational training and development programs.
- Create and monitor organizational dashboards to provide up-to-date metrics on headcount, turnover, and vacancy rates.
- Ensure the implementation of onboarding and exit surveys.
- Present and report to Council, as required.

Advisory Services

- Strategically advise the Senior Leadership Team on position management, succession planning, employee engagement, staff development, and other matters that broadly impact the organization.
- Advise managers and supervisors on recruitment, onboarding, performance management, discipline, employee morale, health and safety, and other matters pertaining to the management of Town staff.
- Employee Engagement and Labour Relations
- Actively promote a positive workplace culture through policies, programs, events, and communications.
- Assist the Chief Administrative Officer in effective internal communications.
- Create and deploy employee engagement surveys as often as required, interpret the results thereof, present recommendations, and implement them as necessary.
- Engage staff in focus groups and surveys to gather employee input on existing and potential HR programs and cultural initiatives.
- Guide the process of Collective Agreement negotiations and see to the effective administration and enforcement of the Collective Agreement between ratifications.
- Manage all employee grievances and arbitrations with the aim of peaceably resolving disputes without negatively impacting the workplace.
- Assist managers in difficult conversations, including the execution of disciplinary actions and terminations, where required.
- Investigate complaints and incidents, and present recommendations on the same.
- Advise on matters affected by human rights legislation such as absenteeism, performance management, discrimination, harassment, and violence. Ensure the organization practices its duty to enquire and fulfill its duty to accommodate, where necessary.

Staff Management and Leadership

- Develop and sustain a workplace culture of high engagement within the department.
- Foster collaboration with, and effective service to, other departments in the organization.
- Consistently manage the performance of direct reports through the formal and informal application of both positive and constructive feedback.
- Ensure staff are appropriately trained and equipped to fulfill their responsibilities.
- Cross-train staff within the department, where possible, to ensure more effective coverage during absences or organizational departures.



- Approve and track time-off requests, ensuring appropriate coverage of all responsibilities within the department.
- Actively advocate for the Town's Health and Safety program and the principles on which it's built. Ensure compliance with Town safety measures while promoting a safety-oriented culture.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.
- Responsible for the hiring, terms of employment, discipline, and termination of other employees within the department, while ensuring to work within the parameters of a unionized environment.
- Revise plans as necessary to cover revision of work schedules, shutdowns, irregular or special work assignments, rush periods, etc.

Financial and Budgetary

- Prepare, recommend, and manage the Department's annual operating budgets.
- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants).
- Approval of all payment, invoices for which he/she has authorized, as per established policy.
- Support the General Manager, Corporate Services in preparation of all multi-year Operating and Capital Plans.

Corporate/Administration

- Understanding the role within adopted policies procedures and bylaws, and ensuring they are followed in decision making and in the delivery of services.
- Ongoing management of Policies and Bylaws under the responsibility of Corporate Services.
- Prepare and present reports for the Department initiatives and projects to Senior Leaders, Council and the public as required.
- Assume roles in the Town's Emergency Management System in response to local and regional emergencies as may be required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Establish and maintain positive constructive relations with internal and external clients.
- Respond to concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.



Health and Safety

- Ensure that all Safe Work Practices and Procedures are followed.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Advise the General Manager, Corporate Services, regarding all Health and Safety concerns.
- Actively participate in Formal Workplace Inspections in area of responsibility.

Qualifications

Core Competencies

- Advanced and generalized knowledge of core human resources functions and will be well-versed in legislation affecting employment standards, labour relations, occupational health and safety, and human rights.
- Skilled in research, leadership, management, communication (verbal and written), collaboration, advocacy, and policy development. They will possess reasonable fluency in the Microsoft Office suite (Word, Excel, Outlook & PowerPoint), and will have the capacity to learn other systems and platforms that may be necessary for the position.

Job Requirements

- A Bachelor's Degree in Human Resources, Business, Political Science, Psychology, or a related field is required. A CPHR certificate is considered an asset.
- Three to five years of progressive experience in Human Resources, with at least two years in a management role, is required. Municipal experience will also be considered an asset.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings