

## **HUMAN RESOURCES OFFICER, GENERALIST** **GREENVIEW, ALBERTA**

**DEPARTMENT:** CAO Services – Human Resources

**LOCATION:** Grovedale, Alberta

**STATUS:** This position will remain open until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager, Human Resources the Human Resources Officer, Generalist is responsible for providing a full range of HR Services to Greenview, including employee relations, interpretation of legislation and HR polices and HR client support and administration. The Ideal candidate brings a high level of professionalism, high energy and a willingness to build and maintain strong relationships at all levels of the organization.

### **MAJOR**

- Provide expertise and advice to Senior Leadership Team (SLT) and other members of management on employee relations issues and other Human Resources areas
- Perform routine and complex investigations involving employees, supervisors and management in the areas of harassment, discrimination and other employee relations issues
- Provide guidance with respect to employment legislation, Staff Agreement, grievances/disputes, human resources policies and workplace issues
- Address employee concerns and resolve workplace conflicts
- Supports procedures for safeguarding and releasing personal information comply with Freedom of Information and Privacy (FOIP) regulations, provincial legislation and related Municipal District policies
- Ensure Greenview is compliant with contractual and Provincial legislative requirements, such as the Employment Standards Code, Human Rights Act (HRA) and the Staff Agreement.
- Liaise with Legal Counsel, as required

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- Maintain employee relations by supporting management in counselling and disciplining employees, planning and monitoring.
- Development of new and maintenance of existing job descriptions and provide recommendations regarding fit within Greenview's compensation structure
- Act as liaison / resource person for all staff regarding personnel issues
- Identify staff training and professional development needs, and assist staff with the development of education plans
- Oversee performance management process and assist managers and supervisors in completing employee performance evaluations
- Promote team building with staff, Council and ratepayers
- Prepare quarterly Human Resources reports and provide recommendations, as requested
- Act as a resource and provide referrals to employees, as needed
- Provide support to HR Officer, Payroll and Benefits and HR Coordinator as required
- Work in conjunction with the Safety Advisor and Safety Coordinators to support employee health and safety programs
- Provide guidance, direction and training to Administrative Support, Human Resources

### **OCCASIONAL**

- Plan and assist with general staff meetings
- Provide assistance maintaining Greenview's Staff Agreement
- Back up to Human Resources Officer, Recruitment
- Perform other duties and special projects as assigned

### **QUALIFICATIONS / EDUCATION / EXPERIENCE:**

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision
- Post-secondary education in Human Resource management preferred. A combination of equivalent education and experience may be considered.
- A minimum 5 years' experience in Human Resources, preferably as a Human Resources Generalist
- Chartered Professional in Human Resources (CPHR) designation would be an asset or a willingness to obtain
- Thorough knowledge of laws affecting Human Resource administration
- Thorough knowledge and understanding of Alberta Employment Standards Act and other employment legislations and regulations
- Good knowledge of Human Rights Act (HRA) and Workers Compensation Board (WCB) legislation
- Class 5 driver's license

### **SKILLS REQUIRED:**

- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook and Visio
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers

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- Familiarity with Municipal finances and budgets would be an asset
- Excellent verbal and written communication skills
- Must be self-motivated, and able to work with minimal supervision
- Demonstrated management and organizational skills
- Must maintain strict confidentiality and a high level of trust and respect across the organization
- Ability to interpret, implement and adhere to organizational policies and procedures
- Ability to prepare complex reports and strong excel skills

### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting
- Extensive use of computer and telephone
- Long periods of sitting, good lighting, temperature and noise control
- Use and operation of a vehicle
- Normal working day consists of 7.5 hours; however occasional overtime may be required

### HEALTH & SAFETY:

**All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**

- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

### HOW TO APPLY:

Interested candidates may submit cover letter and resume (*stating the position you are applying to*), in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) **(Please quote the position in the subject line)**

Website: [www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

Confidential Fax: 780-524-3981

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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