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TOWN OF
TABER

A great place to grow!

OPPORTUNITY PROFILE

TOWN OF TABER

HUMAN RESOURCES MANAGER



Town of Taber

The Town of Taber is a growing, vibrant, family-oriented community of 8,711 people, located approximately 51 km east of the City of Lethbridge at the intersection of Highways 3 and 36. Famous for its sunny days, corn and annual Cornfest, it is also a centre for agriculture/agribusiness and energy.

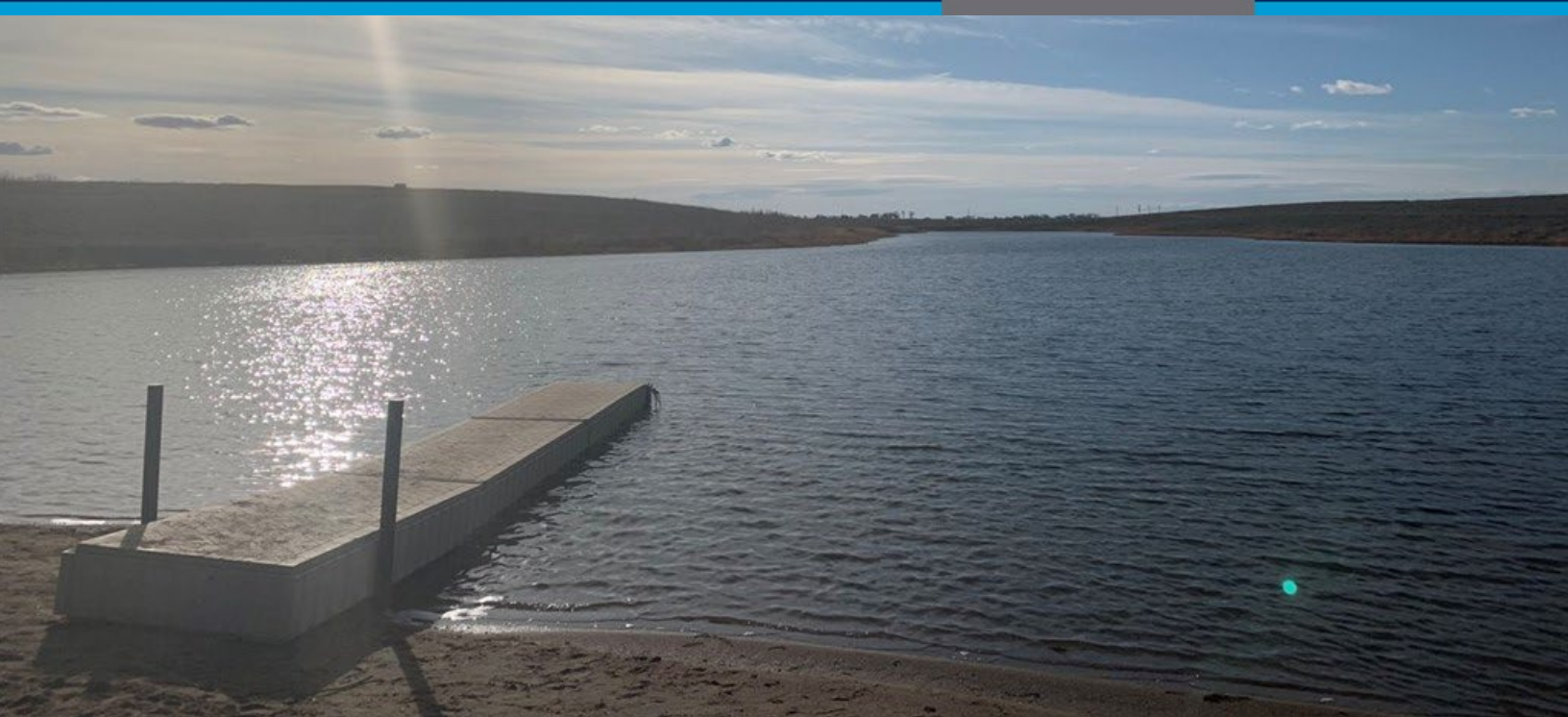
Settled by homesteaders in the late 1890s, Taber was initially a coal-mining town. Today, Taber boasts the services and amenities of a large city, but with the friendliness of a smaller town. Residents enjoy a quality of life accentuated by excellent education, health, and recreation facilities. Safe neighborhoods, clean air and abundant water, coupled with affordable housing, secure employment and competitive retail and commercial services, all provide excellent prospects for businesses looking to grow.

For more information visit: www.taber.ca

The Opportunity – Human Resources Manager

This position is responsible for the overall leadership of the human resource functions for the Town of Taber. Reporting directly to the CAO, the Human Resources Manager is responsible for ongoing assessment of organizational needs and developing and managing strategies, services, policies, and programs to support the overall business plan and workplace health for the Town of Taber. This position will supervise the Health and Safety Coordinator.

This role requires an HR Generalist who will have the ability to provide expertise in all areas of human resources in alignment with Alberta employment legislation and regulations. The responsibilities for this position include activities such as recruitment, selection and retention; compensation and benefits; employee and labour relations; training, learning and development; organizational development and



effectiveness; health and safety; and overall human resource strategy and administration and perform other duties and special projects as assigned.

The Human Resources Manager will be an experienced and well-rounded professional who is both strategic and operational. The successful candidate will possess a demonstrated expertise navigating the complexities of employee and labour relations.

The successful candidate must have the ability to build and maintain trusting relationships and be highly collaborative and consultative; the incumbent will remain calm under pressure, and will have the ability to effectively facilitate, mediate and negotiate.

Required Competences/Success Factors

- Extensive knowledge of common recruitment practices.
- Knowledge of applicable labour laws, employment standards, human rights, collective agreements, common recruitment practices, labour market conditions and other factors that may impact the Town's ability to recruit and retain staff.
- Knowledge of applicable Environmental, Occupational Health and Safety Regulations.
- Knowledge of collective bargaining process and interpretation of collective agreements.
- Knowledge of change management strategies related to developing a positive, performance based culture.
- Demonstrated ability to manage operating budgets within approved limits.

- Ability to establish and maintain effective, trusting and respectful relationships throughout a complex organization.
- Express ideas clearly and concisely both orally and in writing to a wide variety of stakeholders.
- Ability to develop, lead and plan projects.
- Ability to use judgement and make decisions, seek additional insights and understand decisions that are made within an organization.
- Ability to lead, support and engage employees in developing commitment and ensuring accountability to established objectives.
- Ability to facilitate and present ideas, engage others and influence action.

The Person

- Bachelor's Degree in Commerce, Business Administration, Social Sciences or a related field (preferably with a major in Human Resource Management) from a recognized post-secondary institution.
- Minimum five years' experience working in a Human Resources Management role, with three years' supervisory experience in a complex unionized environment (ideally municipal government).
- CPHR designation will be considered an asset.
- Knowledge of Diamond Canadian Payroll system and Questica budgeting software would be an asset.
- A management approved combination of education and experience may be considered.





Compensation

A competitive compensation package will be provided including a base salary of between \$96,409 and \$111,608 with an excellent benefits package. Further details will be discussed in a personal interview.

What to Expect from Our Search Process

Leaders reviews all applications thoughtfully, initially comparing your information to the qualifications, competencies and experience requirements set out in this Opportunity Profile, with due consideration to the overall candidate pool. Applicants being considered to advance in the process will be notified and sent a Competency Table (CT), tailored to allow you to highlight your candidacy in relation to this opportunity. Once applications are reviewed, Leaders will contact the candidates who most closely qualify for the role and conduct a brief pre-screening conversation, assessing your interest, gaining further insight on your background, discussing any unique challenges you may have as a candidate, and confirming your compensation details. At this point we can answer any questions you may have about the Town, the role and our process.

Leaders will meet with the Selection Committee to review information on the candidates being considered. Information on each candidate is presented to the Committee in a Candidate Package, including cover letter, resume, and completed CT. At this point the Selection Committee will determine their preferred candidates to move forward in the process. These candidates will receive an in-depth interview from Leaders. All other candidates will be informed in a timely manner about their status in the process.

Preferred candidates will then receive a detailed competency and behavioral based virtual interview by Leaders. Following these interviews Leaders will then meet with the Selection Committee to determine which candidates will be short-listed to receive an interview with the

Selection Committee. Once again, other candidates will be informed in a timely manner about their status in the process.

Short-listed candidates are invited to a 60-90 minute virtual or in-person interview with the Selection Committee. A second interview may also be conducted to further narrow the list or to confirm a selection decision. Once these interviews are complete, the Selection Committee will move forward with a finalist candidate. All other candidates will be informed of their status in a timely manner.

If you are the finalist candidate, you will be asked to provide 3–6 references to be contacted by Leaders. Other due diligence will include Credit, Criminal and Social Media records checks and Education/Credential checks. Once the Hiring Manager/Selection Committee is satisfied with the due diligence process, a verbal offer will be extended, followed by a written offer of employment.

Express Your Enthusiasm

If you are a talented, energetic leader up for a challenge, and the thought of joining the team at the Town of Taber excites you, then we want to hear from you.

Please email a convincing cover letter and tailored resume (PDF or Word document only) to **Laura Youngberg** at **calgary@leadersinternational.com** indicating the job title in the subject line of the email.

Leaders International Executive Search

www.leadersinternational.com