



Job Summary

The Human Resources (HR) Department delivers the full scope of human resources services to the Eastern Irrigation District (EID or District), including recruitment and selection, employee orientation, onboarding, training and development, succession planning, departures, performance management, compensation, benefits and pension administration, time and attendance management, human resource records, information systems, disability management, employee relations, organizational effectiveness, health and wellness and leadership of organizational culture.

Reporting to the Assistant General Manager, Legal and Corporate Services (Assistant General Manager) of the EID, the HR Manager will lead the EID's Human Resources department and be responsible for its operations. The incumbent will take a hands-on approach in the development and implementation of the District's HR policies and procedures and related programs and initiatives.

Key Responsibilities

Workplace Safety Leadership

- Leads the HR department.
- Collaborates with the EID leadership team (General Manager, Assistant General Manager - Legal and Corporate Services + Assistant General Manager - Engineering and Operations, and any other senior managers from time to time) on HR strategy and budget; evaluates and makes recommendations for improvements and changes to the HR related policies and procedures.
- Develops, implements and updates District HR policies and procedures.
- Manages and adheres to applicable legislation and standards in respect of Employment Standards Code, Occupational Health and Safety Act, Workers Compensation Act, Human Rights Act, Freedom of Information and Protection of Privacy Act, and their related regulations and guidelines as they relate to HR and employer/employee related matters.
- Keeps apprised of anticipated legislative changes relating to HR related matters; consults and advises EID senior management on the impact of legislative or policy changes.
- Leads organizational initiatives that promote a positive employee health and wellness framework and strategy.
- Advises EID senior management and supervisors on HR matters within District departments to ensure fairness and consistency and in support of positive workplace relations.



- Provides input on all aspects of District departmental staffing including, but not limited to hiring, onboarding, training, setting of goals and objectives, performance reviews, talent retention, succession planning, attendance, implementing corrective actions, discipline and terminations. Keeps the Assistant General Manager apprised of issues that require escalation.
- Provides training and guidance for District managers and supervisors in completion of employee performance reviews; assists District managers and supervisors in implementation of corrective employee behaviour; assists District managers and supervisors in the preparation of disciplinary notifications; and, subject to direction from Assistant General Manager, or designate, leads and participates with applicable managers and supervisors in any employee disciplinary and/or exit meetings.
- Maintains an understanding of compensation practices and works closely with the EID Payroll and Benefits Specialist to document job type classifications and administer pension and benefits; collaborates with Financial Services Supervisor to ensure payroll accuracy; and supports District senior management with annual salary budget forecasting.
- Prepares reports for senior management on the status of the health and wellness of the organization and on any proposed recommendations from time to time on such matters including employee benefit programs, key performance indicators and compensation trends.
- Supports managers and supervisors in decision making regarding organizational design and the development and updating of job descriptions and position requirements to accomplish each department's goals and objectives.
- Updates, maintains and administers the employee policy manual and handbook.
- Oversees and/or leads the recruitment and selection process, reviews and approves recommendations for hiring and entering of employment contracts.
- Maintains, updates and administers employment agreement and HR related documentation and templates.
- Develops and monitors employee key performance indicators to identify areas for improvement and solutions to redesign and/or continually improve HR programs and processes.
- Reviews, prepares and, subject to direction from Assistant General Manager or designate, submits reports and updates to applicable regulatory agencies.
- Subject to direction from Assistant General Manager, or designate, participates in any regulatory or legal proceedings involving HR related issues and responds in writing on EID's behalf.
- Investigates HR related incidents or complaints in accordance with District policies and procedures.



- Coordinates with Safety Manager and Assistant General Manager, or their designates, regarding any related Workers Compensation Board notifications or communications needing to be made by the HR department and/or in relation to any WCB related claims.
- Consults with Safety Manger, or designate, regarding appropriate accommodations for illness, injury, or persons with disabilities, including recommendations for specialized equipment, tools, or process modifications.
- Designs, manages, operationalizes, and evaluates employee benefit programs and activities.
- Responds to questions or enquiries from employees regarding employee benefits, including health & wellness, short term and long term disability, and pension plans.
- Responds to any concerns employees may in confidence bring to the attention of the HR Manager.
- Supports the EID leadership team in efforts related to organizational culture, effectiveness, and employment standards to make the EID a great place to work and where all employees can thrive.
- Other related duties, as assigned, from time to time.

Direct Report Supervision

- Directs, monitors, supervises, trains and evaluates the work of any additional staff employed solely within the HR department to achieve the targets and goals of the HR department.
- Manages financial resources to support the EID HR strategies in compliance with District policies and procedures.

Job Qualifications

- Degree/Diploma in a related field and/or Chartered Professional in Human Resources (CPhR) designation.
- Minimum of five (5) years of progressive HR experience, preferably at a managerial level.
- Experience establishing and achieving objectives to support organizational strategic plans.
- Experience leading, motivating, and influencing multi-disciplinary teams.
- Experience managing a department and hands on experience administering and responding to matters involving the Employment Standards, the Occupational Health and Safety Board and the Workers Compensation Board.



- Demonstrated ability and experience in management of direct reports to lead, motivate and coach teams to obtain cooperation, instill accountability and achieve successful results.
- Sound knowledge of Alberta Employment Standards Code, Occupational Health and Safety Act, Workers Compensation Act, Freedom of Information and Protection of Privacy Act, and their related regulations and guidelines.
- Self-directed and self-motivated, demonstrating a high level of professionalism, ethics, and confidence.
- Ability to earn trust of others and develop positive working relationships across the organization.
- Experience using technology to support various safety management functions (database management, operating systems, search/retrieval software, and Microsoft suite).
- Expertise gathering credible information, analyzing facts, identifying potential solutions or recommendations, evaluating proposals, and preparing systematic plans.
- Ability to effectively influence stakeholders, solve complex interpersonal problems and identify creative solutions to resolve conflict.
- Ability to deal with sensitive, personal, and confidential information with tact, sensitivity, and diplomacy while maintaining appropriate confidentiality.
- Excellent project and time management skills.
- Experience developing and delivering employee education in classroom and virtual environments.
- Superior facilitation skills as well as written and verbal communication skills.
- Demonstrated skills in mediation, negotiation, coaching and facilitation.
- Excellent verbal and written communication and presentation skills.
- Proficiency in MS software including Word, Excel, Outlook and PowerPoint.
- A flexible, creative, open-minded approach to problem solving.
- Valid Alberta class 5 driver's license.



Hours of Work:

- 40 hours per week, Monday to Friday or as determined by the Assistant General Manager, and more from time to time as required to successfully meet various deadlines.
- The daily schedule is determined in consultation with Assistant General Manager, within the core hours of operation.

Pre-Employment Requirements:

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

Pre-Employment Alcohol and Drug Test:

- The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. All roles that are identified as safety-sensitive and which includes this role are required to pass the Pre-Employment Drug and Alcohol Test as per the District's Substance Abuse Policy.