



# Fort Smith

## NORTHWEST TERRITORIES

**Position:** Manager, Human Resources

**Location:** Fort Smith Town Hall

**Status:** Full-time Indeterminate

**Closing Date:** Open until filled

### **OUTLINE OF THE POSITION**

Reporting to the Senior Administrative Officer. The Manager, Human Resources is an excluded management position responsible for overseeing all aspects of human resources management, occupational health and safety, and employee wellness initiatives for the Town of Fort Smith.

This role ensures legislative compliance while fostering an inclusive, safe, and healthy workplace culture. The Manager develops and executes HR strategies, implements policies and programs, and ensures that HR practices align with organizational goals and values. This position will be key in developing a high-performing and well-supported workforce, fostering employee engagement, and contributing to a positive organizational culture.

### **KEY RESPONSIBILITIES AND DUTIES**

- Implement, manage, and evaluate human resources programs and services, recommending improvements to enhance efficiency and effectiveness
- Advise and assist department managers in interpreting and administering legislation, the collective agreement, and HR policies and procedures.
- Revise and implement HR policies and procedures as required
- Ensure annual performance evaluations are completed and maintained on the employee's file.
- Collaborate with supervisors and managers to develop and implement professional development and training plans.
- Implement mentoring, coaching, and succession planning programs.
- Coordinate employee training, track participation, and ensure required certifications (e.g., First Aid, WHMIS) are maintained.
- Advise managers on employee relations matters, including progressive discipline and terminations.
- Provide guidance on other employee relations and grievance issues.
- Represent the Town at grievance hearings and investigations.
- Participate in collective bargaining, conduct research, and represent the Town during sessions.



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- Direct the development and implementation of health and safety policies and management systems.
- Conduct investigations related to workplace incidents, work refusals, and harassment complaints.
- Monitor compliance with the Occupational Health & Safety Act and other relevant regulations.
- Oversee disability management, including short- and long-term disability programs and return-to-work processes.
- Design and promote wellness strategies informed by employee feedback and health metrics.
- Administer employee assistance programs (EAP) and lead wellness initiatives.

### **KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of four to six years of experience in human resources management, with demonstrated experience in recruitment, employee relations, performance management, and compliance with employment law.
- Comprehensive knowledge of HR best practices, including recruitment, training, compensation, employee relations, and wellness programs.
- Strong understanding of the collective bargaining process and grievance management.
- Knowledge of occupational health and safety legislation and best practices
- Strong problem-solving, conflict resolution, and decision-making abilities.
- Proficient in Microsoft Word, Excel, and other relevant HR software tools
- Successful completion of a criminal record check is required

### **COMPENSATION AND BENEFITS**

- Pay Level/Range: Level 26 (\$97,971.13- \$120,908.38)
- Northern Allowance paid in addition to base salary
- Comprehensive benefits including extended health, dental, vision, life insurance and paid leave.
- Employee Assistance Program.
- Relocation Support will be provided for the successful candidate.

### **TO APPLY:**

Submit your resume and cover letter to [corporateservices@fortsmith.ca](mailto:corporateservices@fortsmith.ca)