



**TOWN of COCHRANE
Job Description**

Job Title: Human Resources Advisor	Department: Municipal Services Division: Human Resources
Reports To: Human Resources Manager	Subordinate Positions: N/A
Hours per Week: 28	Wage Grid / Level: Full-time Level 8
Approved by Director: Chief Administrative Officer	Reviewed by Human Resources: Human Resources Manager
Signature: _____	Signature: _____
Date Approved: _____	Date Reviewed: _____

Position Summary:

Reporting to the Human Resources Manager , this position is responsible for: Providing human resources generalist services to the organization which include a focus on recruitment, training, salary administration and providing support to employees and managers.
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CORE DUTIES AND RESPONSIBILITIES

1. Support the recruitment and selection process, including advertising campaigns and corporate onboarding process.
2. Advise and assist Managers and employees in various areas of employee relations, including recognition, progressive discipline, terminations, and change management.
3. Identify, research and coordinate internal and external training opportunities including evaluation of training effectiveness.
4. Administer and advise clients on human resources policies, procedures and best practices in accordance with legislated standards, legal practices and organizational business needs.
5. Update and maintain Human Resources information, forms, documents, related records systems ensuring they are handled in accordance with corporate, and FOIP requirements.
6. Support corporate talent management, including relevant administrative functions, performance management discussions and training for supervisors.
7. Support change management processes and related projects.
8. The duties and responsibilities outlined above are representative, but not all-inclusive.

KNOWLEDGE:

Education and Experience:

- Certificate or diploma in Human Resources Management.
- 3 to 5 years experience as a human resources generalist, with a focus in recruitment.

Skills and Abilities:

- Understanding of Alberta Employment Standards and Human Rights Act.
- Proficient computer skills in MS Office Suite, HRIS and Intranet.
- Basic financial skills.
- Excellent planning, time management and organizational skills.
- Strong analytical and assessment skills.

Certifications, Licenses and/or Designations:

- **CHRP designation or qualification would be an asset.**

COMMUNICATION AND INTERPERSONAL SKILLS:

- Advise and assist managers and employees on the interpretation and administration of human resources policies and compensation programs.
- Professional written and verbal communication skills.
- Proven team player with strong interpersonal skills combined with ability to develop collaborative relationships.
- Maintain constructive relationships with both internal and external customers and suppliers.

COMPLEXITIES AND PROBLEM SOLVING

- Provide accurate, professional and timely support to managers, employees and the general public.
- Demonstrated ability to exercise good judgment and discretion in handling confidential information.
- Ability to multi-task, set priorities and adapt quickly to change.
- Ability to understand total compensation data.
- Embrace the values of the corporation and use them as a guide for conduct and decision-making.

WORKING CONDITIONS:

Physical Effort:

- Sitting for extended periods in an office environment.

Work Environment:

- Typical office environment

SIGNATURES AND APPROVALS:

Employee Name
(Please print)

Employee Signature

Date

Supervisor Name
(Please print)

Supervisor Signature

Date

This personal information is being collected for the purpose of the Town of Cochrane salary administration and performance management programs. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns, please contact the Human Resources Department at (403) 851-2517.