

# TOWN OF PONOKA

## HUMAN RESOURCES MANAGER

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The Town of Ponoka is currently seeking applications for a part-time Human Resources.

Duties and responsibilities of this position include:

- ) Oversee the Town's Human Resources operations and process;
- ) Provide employee/labour relations guidance to managers and supervisors;
- ) Interpretation of the collective agreements, legislation and management of any grievances;
- ) Attendance management and workplace investigations;
- ) Manage the full-cycle recruitment process for all positions management, out of scope, and union;
- ) Active member of the Joint Occupational Health & Safety Committee.

Required Education & Experience:

- ) Post-Secondary education in Human Resources and a minimum of 5 years' experience in an HR Generalist role;
- ) Experience working in both a unionized and non-unionized environment;
- ) Strong knowledge of Employment and OH&S legislation;
- ) CPHR designation is an asset.

The successful candidate will also be required to submit a satisfactory Criminal Record Check with vulnerable sector check.

**Hours of Work:** Monday to Thursday 8:30am to 3:00pm (24 hours per week);

Applicants are asked to email resumes to [Sandra.Lund@ponoka.ca](mailto:Sandra.Lund@ponoka.ca) by 4:30pm on December 21, 2018. Interviews will be scheduled beginning January 2019.

*The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.*

