



## Human Resources Advisor

### Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors air quality and deposition to the environment in the Regional Municipality of Wood Buffalo (RMWB). We are committed to reporting high-quality data that supports the Air Quality Health Index (AQHI) and ensures our regional stakeholders and partners have the information they need to make informed environmental decisions.

### The Role

The WBEA is seeking a full-time Human Resources Advisor to join our team. As an HR generalist in a small organization, you'll have the opportunity to make a meaningful impact across all aspects of human resources while helping maintain and strengthen the positive, collaborative culture that defines our workplace.

Reporting to the Executive Director, the Human Resources Advisor will have the following responsibilities:

- **Employee Relations & Culture:** Serve as a trusted resource for staff, addressing concerns with empathy and discretion, resolving conflicts constructively, and actively fostering our positive work environment and strong team culture.
- **Recruitment & Onboarding:** Manage the full recruitment cycle, including job postings, candidate screening, interviews, and onboarding to ensure new team members integrate smoothly into our organization.
- **Performance Management:** Support performance review processes and employee development initiatives that help our team members grow and succeed.
- **HR Administration:** Maintain accurate employee records, ensure compliance with labor laws and company policies, and administer benefits programs, including enrollment and employee inquiries.
- **Learning & Development:** Coordinate training sessions on company policies, diversity, inclusion, and compliance topics that support our team's professional growth.
- **Strategic HR Initiatives:** Contribute to HR projects and initiatives that enhance employee engagement, support our organizational goals, and strengthen our workplace culture.
- **Compliance & Best Practices:** Stay current on employment laws and industry trends to ensure our HR practices align with best practices.

### Qualifications

- Post-secondary education in Human Resources and Certification in Human Resources Management required (CPHR or equivalent). A Bachelor's Degree is considered an asset.
- Minimum 5 years of progressive HR generalist experience, with demonstrated ability to manage diverse HR functions independently.
- Exceptional interpersonal and communication skills with a genuine passion for supporting people and building positive workplace relationships.
- Strong problem-solving abilities with a practical, solutions-oriented approach suited to a small organization environment.
- Proven ability to maintain confidentiality and handle sensitive matters with discretion and professionalism.
- Proficient with Microsoft Office Suite applications.



- Experience working in small to mid-sized organizations is an asset.

**Schedule:** Full-time, 40 hours per week, Monday to Friday (8 hours per day). Occasional overtime may be required depending on operational needs.

**Employment Status:** Full-time, permanent

**Work Location:** This is a local position, reporting to the WBEA Centre in Fort McMurray, Alberta.

**Salary & Benefits** Competitive salary that will be commensurate with experience, qualification, and skills. Comprehensive and competitive benefits plan, northern living allowance, opportunity for professional development, and an RRSP matching program.

**Pre-Employment Requirements:**

- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check

**For more information, visit:** <https://www.wbea.org>

**Application Instructions:** Please submit a resume and cover letter that outlines why your skills, experience, and personality would make you an excellent candidate for the Human Resources Advisor role at the WBEA. Please note that only candidates legally eligible to work in Canada can apply. If you are interested in joining our team, please apply here:

<https://www.fitzii.com/apply/97013?s=fc>

**Application Deadline:** Open until position is filled.

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*

**Disclosure regarding the Pre-Employment Requirements:**

*As part of the hiring process, candidates must declare if they have any civil or criminal conviction history that may prevent them from fulfilling the roles and responsibilities of the position for which they are applying. This requirement is necessary to ensure the safety, integrity, and operational effectiveness of our organization. We are committed to respecting privacy laws and handling all personal information in accordance with applicable privacy legislation. The collection of this information is justified under the principle that certain convictions may directly affect the candidate's ability to perform specific duties, adhere to legal requirements, or maintain a safe work environment. The evaluation process will consider only relevant history directly related to the job's responsibilities. The WBEA will handle this information with strict confidentiality and fairness, with only Human Resources having access, ensuring that all decisions are made in compliance with employment and human rights legislation*