



Human Resources Advisor

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. The WBEA is committed to reporting accurate and timely high-quality data from our Ambient Air Monitoring (AAM), Terrestrial Environmental Effects Monitoring (TEEM), and Community Odour Monitoring (COMP) Programs to ensure regional stakeholders have the information they need to make informed environmental decisions. For more information, visit: <http://www.wbea.org>

The Role

The Human Resources Business Advisor role within the Wood Buffalo Environmental Association (WBEA) drives the Human Resources (HR) business strategy to align with organizational objectives, partners with leaders to implement HR strategies that align with strategic goals, enhance employee engagement, and fosters a positive culture. This role combines strategic planning with hands-on implementation to deliver impactful HR solutions.

The Human Resources Advisor reports to the Executive Director. They are responsible for managing talent acquisition, employee relations, and performance management, ensuring that the organization attracts and retains top talent. The Human Resources Advisor also collaborates with WBEA's leadership to develop policies and programs that promote a positive organizational culture and support employee development. Additionally, they provide guidance on HR-related matters and act as a strategic advisor, helping to resolve issues and improve overall organizational effectiveness.

Position Responsibilities:

- Manage WBEA's culture initiatives and employee engagement initiatives, while providing HR insights and guidance to WBEA staff.
- Build and maintain strong relationships rooted in the values, trust, Integrity, and transparency with WBEA's employees, Executive Director, Operations Leadership Team, Safety and Governance Committee Directors.
- Work with the WBEA's management to identify and resolve HR issues while upholding WBEA's philosophy, organizational values and management principles.
- Provide strategic and proactive advice, coaching and counsel to the Executive Director and Operations Leadership Team regarding issues related to employee relations, conflict resolution, workforce planning, organizational restructuring and change management.
- Manage complex employee relations issues related to performance management, disability management, discipline and corrective actions, employee termination and workplace investigations.
- Design, develop, communicate, and implement new HR programs and initiatives.
- Lead the recruitment, onboarding, and succession planning processes for WBEA positions.
- Support and provide continuous improvement recommendations for the Employee Manual, including new Employee Standards implementation.
- Contribute to HR projects and initiatives to enhance employee engagement and company culture.



- Oversee and complete HR administrative processes, including maintaining employee records, health and benefits administration, onboarding and offboarding, while managing updates and ensuring compliance with labor laws and organization policies.
- Promote a positive work environment by addressing concerns proactively and professionally.
- Work with Health, Safety and Environment personnel on corporate policies with a particular focus on fit for duty, safety-sensitive requirements, and drug and alcohol policies.
- Stay updated on employment legislation and industry trends to ensure HR policies and procedures align with best practices and compliance.

Qualifications:

- Post Secondary education in Human Resources designation and Certification in Human Resources Management required.
- Bachelor's degree is considered an asset.
- Minimum (5) years in a Human Resources role practicing and implementing the full HR cycle including recruiting & onboarding, employee relations & performance management, compensation & benefits, learning & development, and colleague engagement & wellbeing.
- Strong knowledge of HR policies, best practices and employment laws.
- Resourceful, high attention to detail and professional demeanor.
- Effective communication & interpersonal skills, including the ability to express appreciation, empathize with others, resolve conflicts professionally, actively listen to ensure understanding, with the ability to influence and build relationships.
- Proven experience and ability to strengthen company culture, employee experience and engagement.
- Organizational skills for high employee relations.
- Must be proficient with all Microsoft Office Suite applications.
- Knowledge of server based human capital management systems is considered an asset.
- A demonstrated ability to work with multiple parties and stakeholders.
- An ability to maintain high levels of discretion when dealing with confidential information.

Schedule: Full-time, 40 hours per week at 8 hours per day from Monday to Friday. Overtime may be required periodically, 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/98667>

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