

MEMBER MUNICIPALITIES

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CITY OF ST. ALBERT

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TOWN OF GIBBONS

TOWN OF MORINVILLE

TOWN OF STONY PLAIN

LEDUC COUNTY

PARKLAND COUNTY

STRATHCONA COUNTY

STURGEON COUNTY

Human Resources Advisor Permanent Full-time

ARROW Utilities, a Capital Region Commission is a regional services Commission providing wastewater transmission and treatment to nearly 400,000 people in 13 municipalities surrounding the City of Edmonton. ARROW owns and operates 200 km of wastewater transmission lines, 5 pumping stations, and the main wastewater treatment plant. Our mission is to provide safe, reliable, cost efficient, and environmentally responsible wastewater transmission and treatment service.

OPPORTUNITY

There is an exciting opportunity to join our team. This position reports to the Director of Finance & Corporate Services, and is responsible for:

- Talent Attraction: Lead end-to-end recruitment, including opportunity design, sourcing, interviewing, and onboarding.
- Performance Management: Develop required resources and coordinate the performance review cycle across the organization.
- ➤ Labour Relations: Support leadership in the resolution of employee concerns and conflict, and guide performance coaching as necessary.
- ➤ Training & Facilitation: Lead and coordinate the onboarding experience, oversee corporate training requirements, identify, design and deliver other learning opportunities.
- ➤ Policy Optimization: Develop, review, and recommend changes to human resources policies to ensure they align with best practices and organizational goals.
- Champion a Healthy Corporate Culture: Chair the Employee Resource Group and actively support corporate culture initiatives.
- Disability & Records Management: Guide leadership through disability management, acting as a liaison among employees, insurance providers, and the organization, and manage personnel records.

QUALIFICATIONS

To be a successful candidate you must:

 Hold a Bachelor's degree in Human Resources, Business Administration, or a related field.

- Have a minimum of 3 years in an HR generalist or advisory role.
- Possess knowledge of employment law, HR best practices, benefit programs, and experience in developing policies and other HR/Payroll system and programs.
- Proficient in conflict resolution, coaching, and conducting workplace investigations.
- Possess strong written and interpersonal communication skills, with excellent attention to detail.
- Be a self-starter, able to work under minimal supervision, exercise good judgment, and effectively manage multiple priorities.
- Demonstrate the ability to work collaboratively across teams, with an aptitude to influence and drive change.
- · Have a safety conscious mindset.
- Possess advanced skills with the Microsoft Suite.

COMPENSATION

This position is a hybrid opportunity, with the ability to work from home up to 2 days a week. We work a compressed work week of 70 hours bi-weekly, with every other Friday as an earned day off.

The salary range for this position is \$81,671 - \$107,366 per annum. We provide a comprehensive benefits package, paid time off, and eligibility for the Local Authorities Pension Plan. We are proud of our friendly and safe working environment.

To apply, please submit a cover letter & resume to HR@arrowutilities.ca. While we appreciate all applications, only those candidates selected for an interview will be contacted. Interviews will be conducted the week of December 2.

For more information on ARROW, visit: www.arrowutilities.ca

Please note there is NO public transit access to our plant site.