

Human Resources Manager

An exciting opportunity exists to join the Edmonton North Primary Care Network's team!

The **Human Resources Manager** is an integral part of the Edmonton North PCN's management team, providing support to various departments. This role will report to the Executive Director.

The ideal candidate has the following attributes and qualifications:

- Advanced experience in a human resource leadership role in a PCN
- Advanced knowledge of current Employment standards and OHS programs
- Management experience, demonstrating advancement in responsibility
- Demonstrated knowledge and experience in Change Management.
- Experience & knowledge managing workplace investigations.
- Ensures the PCN remains in compliance with new and changing government laws and regulations as they pertain to labour standards and human resource practices
- Experience with human resource systems and processes coupled with administrative competence in applying this knowledge
- Business development, change management and/or project management experience

What to expect day to day:

- A key part of this role is the current assessment of, then the development of and rollout of human resource policies and procedures for the PCN.
- Negotiation and administration of employee benefits contracts
- Administer and maintain the payroll system
- Act as the primary communications link between key stakeholders regarding human resource issues related to the PCN;
- Mentoring other managers with regard to human resource management
- Support staff in managing various personal and professional issues

Requirements of the role:

- Bachelors Degree in Human Resource Management or Business Administration specializing in human resources, equivalent of education and experience will be considered.
- Canadian Human Resource Professional (CHRP) designation is considered an asset
- Five or more years' recent experience in an HR role in a health care setting
- Five (5) years' experience in an HR role in a PCN environment is an asset
- Ability to work with people sensitively, tactfully, diplomatically and professionally at all times, including keeping employee information confidential
- Confidence to engage in frank conversations on critical or contentious issues
- Hours of work will require one evening per week, with some travel between the PCN's two sites. Some flexibility in scheduling will be required to meet employee and physician needs
- Candidates will require a valid Alberta driver's license, reliable vehicle and criminal records check

Openings: 1 (1.0 FTE)

Location: 1038 Northgate Centre, 9499-137 Avenue, Edmonton

Please submit your cover letter and resume to: greatjobs@enpcn.com