



# CHESTERMERE

## Human Resources Advisor Chestermere, Alberta

Chestermere, Alberta is a dynamic recreational Town with all the ambiance of a laid-back lakeside community. Here you will find friendly residents, safe neighbourhoods, a wide range of housing options, excellent schools that are close to home and stores with services just minutes away.

The Town has grown at a rate of 20% or more over the past 5 years with a population of 15,000 today. Chestermere's attractions include a 750 acre lake and 18 hole golf course as well as a number of recreational opportunities. With beautiful prairies to the East and the Rocky Mountains to the West, the location makes Chestermere's lakeside parks and pathways a pleasure to explore. Summer and winter lake activities, on-going town events and convenience of services make Chestermere an easy choice for many to live, work and play.

Located just 5 km from the City of Calgary, and a 25 km drive from the Calgary International Airport, Chestermere has ease of access to all of Calgary's amenities yet continues to embody a unique and dynamic community outside of the city. Chestermere also has a vibrant and growing business community that is optimal and opportunistic for those interested in bringing their business to an exceptional lakeside community.

The Town of Chestermere is recruiting for a Human Resources Advisor. In this exciting new role the Human Resources Advisor will create, implement, and advise on Human Resources strategies and programs aligned to enable the Town of Chestermere to achieve its goals.

### **The Opportunity**

- Review, develop, implement and maintain required HR programs in order to support the organization's goals and objectives with specific focus on performance management, employee and leadership development, compensation and recruitment
- Develop reporting tools and techniques to capture and distribute meaningful data and metrics related to HR areas
- Mentor and lead the Human Resources Administrator
- Promote and coach the leadership team and employees on HR policies and processes
- Lead to a prompt resolution of employee relations issues and initiate proactive measures to minimize related matters.
- Build trust and credibility with the leadership team and employees to foster and open environment culture
- Design, develop and deliver required HR training programs within the organization.
- Keep current in market trends and best practices with HR in order to provide pro-active and new approaches where required.

### **The Person**

- 5-8 years progressive experience as a Human Resources Generalist
- Some supervisory experience would be an asset
- Undergraduate degree in Business or Human Resources
- CHRP designation is preferred
- Strong knowledge of Human Resources Legislation as it pertains to employee relations



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## **Competencies**

- Strong ability to establish credibility, trust and build effective relationships at all levels of the organization
- Strong interpersonal, written and verbal communication skills
- Highly organized and detail oriented
- Strong working knowledge of MS Office.

If you are interested in this very exciting opportunity, please send your resume and cover letter to:

Town of Chestermere  
105 Marina Road  
Chestermere, AB T1X 1V7  
Attn: Director of Administrative and Legislative Services

fax: (403) 207-7080  
email: [tanderson@chestermere.ca](mailto:tanderson@chestermere.ca)  
[www.chestermere.ca](http://www.chestermere.ca)

This opportunity will be posted until a suitable candidate is found.

*We thank all applicants for their interest, however only those being considered for an interview will be contacted.*