



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Career Opportunity

Director of Human Resources

The City of Cranbrook is looking for an experienced and passionate professional to lead its Human Resources department.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
25-44	Exempt	Full-time	35-hour work week

SALARY RANGE: \$129,979.33 to \$158,386.66 per year

POSITION SUMMARY

Reporting to the Chief Administrative Officer, the Human Resources Director is a pragmatic strategist, able to develop human resources action plans with clear goals to foster a high-performing culture across the City. The scope of this role includes leading a full suite of human services, including labour relations, recruitment, learning and development programs, performance management, accessibility, diversity, equity inclusion programs, change leadership and occupational health & safety programs.

One of the key responsibilities of this job is to provide employee and labour relations support to the City, including collective agreements administration, grievance resolution, collective bargaining, arbitration preparation and presentation. The Director of Human Resources must be able to build positive working relationships between management, employees, and unions to achieve a healthy, safe, and productive work culture for all City employees. This position is suitable for candidates who have worked with large unions like CUPE, IAFF and others.

This is an exciting and perfect role for an experienced HR leader who brings to the table high emotional intelligence, adaptability, a wealth of HR best practices and a high level of initiative.

KEY RESPONSIBILITIES

- Provide expert advice and support to management staff on collective agreement interpretation, labour relations practices and employee performance management and progressive discipline procedures for all union groups and exempt staff.
- Provides HR support to departmental Directors, Managers and their team members, on conflict resolution strategies, coaching, career development and succession planning.
- Identifies internal and external human resources best practices and employment labour market trends; recommends improvements, efficiencies, and internal staff development opportunities.
- Prepare grievance reports for arbitrations and communication with counsel as needed.

- Plan, conduct, and summarize employee misconduct investigations.
- Lead collective bargaining processes.
- Fosters effective and collaborative relations with union representatives and anticipates and proactively resolves potential labour issues.
- Attend and lead Labour/Management meetings, Job Evaluation Committee meetings.
- Manage an HR strategic plan that aligns with departmental operations and the corporate strategic plan, vision, mission and goals.
- Manage recruitment, selection, onboarding and orientation procedures for new support staff, management, and exempt staff.
- Oversee programs such as orientation & onboarding, attendance management, health & safety, and performance management across the City.
- Lead and mentor the Human Resources team through defined performance goals for each year.
- Develop annual HR budgets and monitor, update, and report any budget variances.
- Acts as a resource and champion for change management initiatives to effectively embed change in the workplace.
- Manage the group benefits contract, including both occupational and non-occupational medical claims.
- Ensures compliance with BC regulatory requirements, licensing laws, health and safety and other statutory regulations.
- Provide oversight of the requirements of Occupational Health and Safety.
- Performs any other duties as required.

REQUIRED QUALIFICATIONS

EDUCATION

- Bachelor's Degree or Diploma in Human Resources with at least 5 years in senior Human Resources leadership.
- CPHR or equivalent will be preferred.
- A relevant combination of education, training/certification and experience will be considered.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's License

EXPERIENCE

- A minimum of 5 years working in a municipal or public sector environment preferred.
- A minimum of 5 years working in a unionized environment, especially working with CUPE, IAFF and PSAC.
- Ability to lead collective bargaining, including managing strategic partnerships between the employer and unions.
- Overall employee lifecycle experience and developing learning and development programs and other HR projects and programs.
- Experience coaching leaders and providing general employee and labour relations guidance within the organization.

SPECIFIC SKILLS

- Ability to lead a full suite of HR functions such as labour relations, recruitment, retention and onboarding, occupational health and safety, compensation and benefits, DEI and performance management.
- In-depth knowledge of HR best practices in innovation, employee feedback, recognition, total rewards, employee relations and human resources planning.
- Ability to develop and deliver process reviews, identify inefficiencies, and engage with stakeholders on designing HR policies and best practices.
- Excellent project management skills, including the ability to facilitate and lead HR project initiatives and act as a project manager for the department while driving positive outcomes.
- Sound business acumen and judgment - able to effectively balance employee needs with competing business demands.

- Deep technical aptitude including advanced skills in Word, Excel, HRIS, and presentation tools; data-driven mindset, with the ability to use HR analytics to drive decision-making.
- Demonstrated interpersonal skills with the ability to develop and maintain respectful and professional working relationships at all levels of an organization.
- Independent and self-motivated while possessing the desire to work in a collaborative work environment.
- Critical and strategic thinking skills - the ability to assess situations objectively, apply good reasoning, develop strategies, and make decisions independently.
- Adaptable and flexible - the ability to cope with ambiguity in an emerging and constantly changing environment.
- Strong leadership abilities with a proven track record of leading cross-functional teams and driving positive outcomes.

SPECIAL REQUIREMENTS

- Able to obtain RCMP security clearance.

CLOSING DATE Open until filled

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15