



CAREER OPPORTUNITY

HUMAN RESOURCES MANAGER

APPLICATIONS ARE INVITED FOR THE POSITION OF AN HUMAN RESOURCES MANAGER FOR THE ATHABASCA HEALTH AUTHORITY.

GENERAL ACCOUNTABILITY:

The Human Resources Manager reports directly to the Senior Management Team and Executive Committee and is responsible for all human resources functions related to achieving the vision and mission of the Athabasca Health Authority.

POSITION QUALIFICATIONS:

Education and Experience:

- Minimum of Bachelor's Degree or equivalent in Human Resources, Commerce or Business Administration preferred.
- CHRP designation preferred.
- Minimum 3 to 5 years of direct Human Resources related experience in progressive senior or managerial role.
- Working knowledge of employment law, compensation, employee benefits, employee performance appraisals, organizational planning and development, policies and procedures, employee relations, safety, and preventative labor relations.

KNOWLEDGE, SKILLS AND ABILITY:

- Broad knowledge and experience in all aspects of Human Resource practices, administration and management to same.
- Knowledge of HR planning, implementation of organizational wide initiatives and evaluation of same.
- Demonstrated ability to lead, mentor and develop Human Resources Staff.
- Ability to identify, recruit, train and retain highly trained workforce.
- Ability to work independently and organize workload in order to identify priorities and complete work within established timeframes.
- Demonstrated ability to work in team setting with AHA SMT and Managers.
- Experience in administration of benefits and compensation.
- Excellent knowledge of labor laws and related practices.
- Possess excellent verbal and written communication skills.
- Excellent computer skills and proficient in Excel, knowledge of databases and records management.

Individuals interested in applying for this position should forward their resume, cover letter with (3) references and a Criminal Record Check (CPIC) and Vulnerable Sector Check to:

Mrs. Elizabeth MacDonald
Human Resource Officer
Athabasca Health Authority
P.O. Box 124
Black Lake, Saskatchewan
S0J 0H0

Fax: (306) 439-2187
Phone: (306) 439-2200 ext 266
Email: emacdonald@athabascahealth.ca

**Applications for the position will be accepted until 4:00 pm Friday, December 30, 2011.
Only those selected for an interview will be contacted.**