

# Wood Buffalo Regional Library



## HUMAN RESOURCE GENERALIST Administration Department

**Position Type/  
Hours:** The Wood Buffalo Regional Library is seeking a Human Resource Generalist to join the Administration team. This is a full time 18-month maternity leave coverage position working 35 hours per week.

**Primary Role  
Focus:** Provide Human Resources support to the Wood Buffalo Regional Library

- Reports to the Library Director

### Essential Duties and Responsibilities

- Ensure compliance with all Library policies and procedures
- Promote a culture of compliance as it relates to HR policies and procedures.
- Oversee the administration of the Collective Agreement
- Complete full cycle recruitment activities
- Advise managers of best human resources practices
- Protect the interests of employees and the organization in accordance with company Human Resources policies and Governmental laws and regulations
- Create and maintain policies, procedures, and job descriptions
- Facilitate performance reviews and employee engagement initiatives
- Assist managers with disciplinary and terminations as needed
- Coordinate with managers to plan, implement, and evaluate HR strategies and programs that address HR needs and strategic plans for the organization
- Maintain employee training records
- Compile human resource metrics and reporting; providing information to the Director monthly and as requested
- Oversee Library benefits plans in conjunction with RMWB Benefits; including but not limited to health and dental benefits and disability claims.
- Act as the primary liaison between the Library and relevant Departments at the RMWB

### Qualifications:

#### Required Experience and Education:

- Business Management Diploma with an emphasis in Human Resources, Bachelors of Management Degree with Human Resource major or equivalent experience
- Three (3) years' human resources experience working in a generalist role
- Labour relations experience
- Knowledge of FOIP and the ability to interpret FOIP
- Knowledge of Canadian Human Rights Act, Alberta Employment Standards and other relevant Government legislation
- Knowledge of safety best practices; including OHS and WCB

#### Required Skills and Abilities

- Proficient with Microsoft Office Suite, Internet, and Databases
- Able to interact with internal and external stakeholders
- Able to work in a team environment and independently
- Able to analyze information and make recommendations

#### Physical Requirements:

- Sitting at desk for extended period of time
- Significant use of monitor, keyboard and mouse use
- Carrying/ Lifting / Pushing up to 35 lbs

#### Additional Requirements:

- The successful candidate will be required to provide:
  - Vulnerable Sector Check conducted by the RCMP
  - Clean drivers abstract
- Standard First Aid safety certification considered an asset
- Willingness to travel to rural communities as needed

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**Schedule**

- Able to work during office hours: Monday to Friday between 8:00 am and 5:00 pm
  - Occasional evening and weekend work required

**Hourly Rate**

\$36.77 per hour

**In addition to the rate of pay, we offer other attractive incentives:**

- **Extensive benefits plan;**
- **Additional bi-weekly payment of \$480.00 which represents a cost of living allowance**

**Closing Date:**

Open until filled

**Posting Type:**

Internal and External

If you would like to apply for this position please forward your résumé and cover letter to the below contact. Please use "Human Resource Generalist - 07" in the subject line.

Send application to [workwithus@wbrl.ca](mailto:workwithus@wbrl.ca)

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.