

## **LEADER, CULTURE & CONDUCT**

(Competition #18-017)

The City of Cranbrook is located in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, in close proximity to Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay with a trading base of approximately 70,000. 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.

The City of Cranbrook is recruiting for the position of Leader, Culture & Conduct. The incumbent will be responsible for the overall leadership and guidance to the City's Human Resource functions by overseeing administration of benefits, WorkSafeBC claims management, contract interpretation, talent acquisition, and training and development, while making sure all strategies correspond with the overall Corporate objectives. The incumbent is responsible for ensuring that the Corporation's values are clearly communicated and understood at all levels of the Corporation. Where necessary, the Leader, Culture & Conduct also intervenes and mediates conflict in a manner that is reflective of the Corporation and that leads to positive, appropriate resolution.

The qualifications for this position include:

**Education:** University degree in Business or Public Administration with a concentration in Human Resource Management. Certified Human Resources Professional designation.

**Experience:** Minimum 7 years Human Resources or equivalent experience in a unionized environment, including experience in grievance handling, collective bargaining and labour management negotiations. Thorough knowledge of legislation, union contracts, employee benefits, Labour Relations Code, the Human Rights Act/Legislation and Employment Standards Act.

**Specific Skills:** Excellent interpersonal and customer service skills, and the ability to establish and maintain working relationships with City employees, customers, general public, labour officials and other public bodies. Possess strong business acumen, outstanding strategic thinking and problem-solving skills, and the ability to take a creative approach to human resources and business opportunities. Exhibit strong integrity and loyalty to corporate vision and mission, with a proven track record of advancing a corporate culture and successfully leading significant change management initiatives.

Interested applicants are requested to submit a resume and a 1-2 page cover letter which includes answers to the following questions:

1. Why are you interested in working with us?
2. Describe your ability to lead and succeed in an environment of constant change.
3. Why do you think you will be successful in this role?

Applications will be received up to **4:00 pm local time, Friday, June 1, 2018** and should be addressed to:

Human Resources  
City of Cranbrook  
40 – 10th Avenue South, Cranbrook, BC V1C 2M8  
E-mail: [hr@cranbrook.ca](mailto:hr@cranbrook.ca) (*Submissions in Word or .pdf format only*)

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for an interview will be contacted.