



HUMAN RESOURCES MANAGER

CLOSING DATE – 8:30 AM- September 8/2026

THE OPPORTUNITY

At the **Town of Oromocto**, we believe our people are the foundation of our success. We are currently seeking an experienced and forward-thinking professional to serve as our **Human Resources Manager**.

The Human Resources Manager is the strategic leader of the Town's people programs and workplace culture, ensuring employees are supported, engaged, and positioned for success. Serving as a trusted advisor to leadership, this role provides guidance on employee and labour relations, talent management, organizational development, leadership coaching, workplace wellness, and legislative compliance.

As a champion for continuous improvement, the Human Resources Manager plays a key role in attracting and retaining talent, developing future leaders, modernizing HR practices, and fostering a respectful, inclusive, and high-performing workplace that supports the Town's strategic priorities.

WHY OROMOCTO

Oromocto is located within the Capital Region of New Brunswick and is home to Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10-kilometre radius. The Town provides all the advantages of a well-served urban centre while maintaining a strong sense of community and small-town charm.

With outstanding municipal services, a strong local economy, beautiful parks, trails, waterways, and convenient access to Fredericton, Saint John, and the Fredericton International Airport, Oromocto offers an exceptional quality of life for both residents and employees.

WHAT WE OFFER

- 1.25 days/month vacation
- 1.50 days/month sick leave credits
- Defined Benefit Pension Plan
- Comprehensive Benefits Package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP)
- Meaningful work that directly impacts the employee experience and organizational culture of a growing community



CORE EXPECTATIONS OF THE ROLE

- **People & Culture Leadership:** Foster a positive, respectful, and inclusive workplace culture that supports employee engagement, well-being, and organizational success.
- **Talent Management:** Lead recruitment, retention, onboarding, succession planning, and employee development initiatives to ensure the Town attracts and retains top talent.
- **Leadership Support:** Serve as a trusted advisor to managers and employees, providing guidance on performance management, employee relations, conflict resolution, and workplace change.
- **Labour Relations:** Support collective agreement administration, grievance management, and labour relations activities while fostering productive working relationships across the organization.
- **Health, Safety & Wellness:** Promote safe and healthy workplaces through attendance management, return-to-work programs, employee wellness initiatives, and legislative compliance.
- **Continuous Improvement:** Modernize HR processes, leverage technology and data-informed decision-making, and identify opportunities to improve organizational effectiveness and service delivery.

QUALIFICATIONS / SKILLS

Essential Qualifications

- Bachelor's degree in human resources, Business Administration, Public Administration, Commerce, or a related field.
- Minimum five (5) years of progressive Human Resources experience.
- Demonstrated experience advising managers and leaders on complex employee relations matters.
- Strong knowledge of employment legislation, labour standards, human rights legislation, occupational health and safety requirements, and human resource best practices.
- Experience developing and implementing HR policies, programs, and organizational initiatives.
- Valid Class 5 driver's license.
- Satisfactory criminal record check.

Preferred Qualifications

- Chartered Professional in Human Resources (CPHR) designation or actively working toward designation.
- Experience working within a unionized environment.
- Experience leading organizational change initiatives.
- Experience with Human Resource Information Systems (HRIS) and workforce analytics.
- High emotional intelligence and conflict resolution capabilities.
- Exceptional communication, relationship-building, and stakeholder engagement skills.
- High professional and ethical standards for handling confidential information.
- Strong organizational, project management, and multitasking skills.
- Proficiency with Microsoft Office applications including Teams, Outlook, Excel, and Word.



SALARY / HOURS

This is a permanent full-time position. The Human Resources Manager works primarily Monday through Friday; however, occasional attendance outside normal business hours may be required.

Salary: Pay Band 5 (\$77,534.00 - \$96,918.00), in accordance with the Town's Salary Administration Policy for Non-Unionized Employees.

Please submit a cover letter and resume demonstrating how you meet the qualifications for this position no later than **8:00 AM on September 8/2026** to HR@oromocto.ca with the subject line:

Human Resources Manager - "Your Name"

The Town of Oromocto is an equal opportunity employer. We thank all applicants for their interest; however, only those selected to move forward with an assessment and/or interview will be contacted.

For further information, please contact:

Peter Wong

Corporate Services

pwong@oromocto.ca