

EMPLOYMENT OPPORTUNITY

OUR MISSION

To strive for excellence by displaying the highest level of integrity and dedication towards the residents of the City of Bathurst and its stakeholders while demonstrating resourcefulness that allows for respect, creativity, and innovation.

The City of Bathurst is now accepting applications for the following position:

HUMAN RESOURCES OFFICER

Competition # 2026-MGR-E-001

POSITION SUMMARY:

The Human Resources Officer champions our Corporate Values: Integrity, Resourcefulness and Dedication. You are organized, have a positive attitude, possess strong interpersonal skills, and embrace a changing culture. This person will be responsible for implementing and evaluating human resources and policies, programs and procedures and advise management and employees on human resources matters. As a management team member, you will belong to a dynamic group of professionals. You will report to the Human Resources (HR) Operations Supervisor and will contribute to our success by delivering exceptional employee experience.

KEY RESPONSIBILITIES:

- Support the Director of HR Operations in collaboration with the HR team to deliver programs, services and processes related to employee experience (recruitment, onboarding, professional development, etc.);
- Manage the Protective Services portfolios including recruitment initiative, sponsorship programs, retention and professional development. Work with various union locals and management groups on project committees;
- Interpret and review the collective agreements and Salaried Non-unionized Manual;
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Post-secondary education in Human Resources Management, Business Administration, Social Studies or any related field;
- Three (3) to five (5) years of progressive relevant experience;
- CPHR designation or in progress considered an asset;
- At least one (1) year of experience working in a unionized environment considered an asset;
- Strong relationship-building skills and positive outlook;
- Strict attention to detail while working in a fast-paced, high demand environment;
- Strong time management and organizational skills;
- Ability to work alone or in a team environment;
- Fluently bilingual (written and oral) in both official languages is required;
- Maintain strict confidentiality and professionalism in all situations;
- Solution focused with an ability to problem-solve.

TERMS:

- Salary range \$76,080.51 - \$95,099.55 (Scale - Management);
- Full-time, permanent position (35 hours per week);
- Flexible work arrangements (compressed and/ or hybrid);
- The City of Bathurst offers a competitive employment package that promotes the growth of our employees and respects work/life balance.

The City of Bathurst supports and encourages diversity, equity, and inclusion by providing a welcoming and respectful workplace for all.

If you would like to join our team, we invite you to submit your cover letter and resume on or before January 30, 2026 to:

Human Resources Department
150 St. George Street
Bathurst NB
E2A 1B5
E-mail: jobs@bathurst.ca

The City of Bathurst thanks all those who apply, however, only those selected for an interview will be contacted. Your resume will be kept on file for a period of 6 months for future considerations.