



Municipal Assessment Agency  
St. John's | Gander | Corner Brook |  
Phone: 1-877-777-2807  
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[www.maa.ca](http://www.maa.ca)

## Human Resources Consultant

Permanent/ Full Time/ Public Opportunity

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's Assessment Act, 2006. We are responsible for providing property assessment services to over 235 municipalities within Newfoundland & Labrador.

**LOCATION:** Eastern Regional Office, Municipal Assessment Agency, St. John's, NL

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, pension and leave benefits, learning and development opportunities, an employee & family assistance program, and challenging work.

### THE ROLE:

The Municipal Assessment Agency is seeking a **Human Resources Consultant** within the Corporate Services Division.

Under the general direction of the Director of Corporate Services, this position provides human resources support to all functions and leadership of the Agency. The Human Resources Consultant is responsible for, but not limited to, recruitment and attraction; employee relations; training and development; internal communication; safety and wellness; strategic planning; coaching and mentoring leadership; and payroll and benefits.

### KEY RESPONSIBILITIES:

- Promote the strategic alignment of human resources with business goals and objectives.
- Implementation and management of specialized human resources activities, programs and services.
- Support leadership in change management, strategic business planning and employee retention strategies.
- Facilitate employee engagement surveys and strategies of improvement.
- Lead recruitment in compliance with applicable policies and practices. Develop and implement strategies for recruitment and attraction.
- Provide interpretation and advice to leadership on policies, procedures, legislation and the collective agreement.
- Provide conflict resolution coaching to leadership and lead all employee relations activity.
- Lead in administering grievance procedures, arbitration, and contract interpretation.
- Manage and measure various training & development programs.
- Coach and mentor managers and employees on training, development and performance improvement strategies.
- Lead in the development and implementation of safety and wellness programming and policies for the Agency. Ensure OHS legislation compliance is maintained within the organization. Work

closely with leadership to ensure safe work practices met legislation and the safety of all workers.

- Manage the payroll and benefits function including acting as a liaison with benefit and payroll providers.
- Facilitate return to work planning and effective communication with employees on leave.
- Lead and/or advise working groups to determine change management strategies, workplace conflict resolution, and workforce planning.

**SCREENING CRITERIA:**

- A bachelor's degree in Human Resources Management, Labour Relations, Business Administration, or a related discipline. An equivalent combination of education, training, and relevant experience may be considered.
- Progressive experience in Human Resource Management is required.
- Must have knowledge of related legislation. i.e. Human Rights, labour law, employment law.
- Experience working in a human resources capacity within a unionized environment is a definite asset.
- Proficiency in the use of related computer software (i.e. Microsoft Excel & Word, payroll software) is required.

**ASSESSMENT CRITERIA:**

- Knowledge of Human Resources Management
- Ability to interpret or apply legislation, regulation or standards
- Ability to be organized and have attention to detail
- Ability to collaborate and build relationships
- Ability to make decisions and solve problems
- Ability to communicate effectively and demonstrate leadership skills
- Research and analysis, and strategic thinking skills

**SALARY:** Remuneration will be in accordance with the Government of NL's Management Compensation Plan. **HL19 (\$67,358 - \$87,566)**

**CLOSING DATE:** **June 19, 2026, by 4:00pm NST**

Applications, quoting ref: **MAA.HRM.08.2026**, must be submitted to [kellysmith@maa.ca](mailto:kellysmith@maa.ca)

**Applicant Information:**

- For additional information on this job opportunity please contact Kelly Smith – Director, Corporate Services at [kellysmith@maa.ca](mailto:kellysmith@maa.ca) or 709-682-0398.
- The Municipal Assessment Agency values inclusion, diversity, equity and accessibility, and a workplace culture that benefits from varying ideas and lived experiences.
- Accommodations and alternate assessment formats are available upon request at any stage of the recruitment process by contacting [careers@maa.ca](mailto:careers@maa.ca), 709-682-0398.
- We are committed to providing an inclusive recruitment process with a focus on removing barriers. For common potential accommodations and adjustments during the recruitment process, contact [careers@maa.ca](mailto:careers@maa.ca). Accommodation information will be kept confidential.
- It is the responsibility of the applicant to submit an application that demonstrates the required screening criteria outlined in the job posting.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.