



## MANAGER, CIVILIAN & AUXILIARY POLICE SERVICES

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**COMPETITION: #2196-50012455**

**SECTION:** Human Resources, Support Services Division  
**STATUS:** Exempt regular full-time  
**HOURS OF WORK:** Monday to Friday (35-hour workweek)  
**SALARY:** Pay Band 11 - \$114,133 to \$142,661  
**COMPETITION END DATE:** Friday, October 22, 2021

Responsible for the management of the Civilian & Auxiliary Police Services Unit (CAPSU), providing human resource services to civilian and auxiliary police employees, and providing senior level employee and labour relations advice and consultation to members of the Human Resources Section and Senior Management Team.

### ESSENTIAL DUTIES

- Assumes responsibility for the implementation, facilitation, and leadership of matters related to civilian and auxiliary police human resources
- Responsible for guiding and leading the centralized service model with four Human Resources consultants that provide recruitment, employee relations, and labour relations support/services to employees, managers, and supervisors
- Mentors, coaches, assists, and advises civilian and police managers and supervisors on a broad range of HR matters, including the interpretation and application of the collective agreements and grievance processes, performance development and management, attendance and disability management, and labour and employee issues
- Works strategically and proactively in developing and maintaining processes to engage employees, supervisors, and managers to achieve VPD objectives
- Assumes the responsibility of developing and delivering training on various HR issues and topics to employees, managers, and supervisors
- Ensures HR policies and procedures are in accordance with human rights and employment legislation, and works to maintain compliance within the VPD
- Responsible for addressing and effectively managing grievances and various other labour relations matters through to resolution
- Works directly with the Labour and Employee Relations Services to address complex labour and employee relations matters
- Actively participates as an employer representative in bargaining, hearings, and human rights complaints
- Researches collective agreement provisions, jurisprudence, and employment legislation
- Responsible for oversight of workplace investigations and subsequent final investigation reports conducted by Human Resources Consultants, and conducting investigations required
- Participates on various committees as required, and attends senior management meetings
- Develops and maintains effective relationships with all levels of the Department including the unions and their stewards/representatives
- Leads and participates in HR projects
- Other related duties and responsibilities as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

**Required:**

- Demonstrated ability to manage multiple changing priorities with tight timelines and highly sensitive issues
- Well-developed communication skills, both verbal and written
- Strong client-service orientation
- Demonstrated ability to establish and maintain effective working relationships in a dynamic team environment



- Highly effective interpersonal skills
- Effective problem solving, negotiation, and facilitation skills
- Ability to utilize the Microsoft Suite applications to support and facilitate communication
- Proven ability to influence changes in a unionized work environment
- In-depth and up-to-date knowledge of *BC Employment Standards Act*, *BC Labour Relations Act*, BC Human Rights Code, and *Worker Compensation Act*.

**Preferred:**

- Knowledge of the *Police Act* as it relates to discipline and labour process

**EXPERIENCE**

**Required:**

- Minimum of 10 years' progressive HR experience
- Significant employee and labour relations experience in a unionized environment
- Significant experience managing grievances
- Significant experience conducting workplace investigations including bullying, harassment, and other misconduct matters
- Experience leading the implementation of HR projects and/or initiatives
- Previous supervisory experience

**Preferred:**

- Previous HR experience in the public sector
- Managerial experience
- Experience in collective bargaining negotiations

**EDUCATION**

**Required:**

- Post-secondary degree in human resources, labour/industrial relations, or related field from a recognized post-secondary institute (a combination of equivalent education and experience may be considered)

**Preferred:**

- Chartered Professional in Human Resources (CPHR) and/or Society for Human Resources Management Senior Certified Professional (SHRM-SCP)
- Masters in human resources, labour relations, industrial relations or related field

**OTHER REQUIREMENTS**

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required.

**Selection Process:** Candidates may be required to take a written assessment and present on a relevant employee or labour relations topic. Candidates must meet satisfactory standards to proceed to the interview stage.



**TO APPLY:**

To apply, email a resume clearly indicating your name and the competition number in the subject line, addressed to the attention of Human Resources Section, to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) AND complete the application form accessed via this [link](#) or the QR Code below.



Applications, with a cover letter, resume, and application form, must be submitted no later than 4:00 p.m. on October 22, 2021. Incomplete applications will not be reviewed.

Please be advised that only shortlisted candidates will be contacted.