



# HR CONSULTANT II

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**COMPETITION: #22123-50026951**

**SECTION:** Civilian & Police Support Services, Human Resources Section  
**STATUS:** Regular full-time  
**HOURS OF WORK:** 35-hour compressed workweek – Tuesday to Friday  
**SALARY:** Pay Range 70 - \$42.37 to \$52.96 per hour  
**COMPETITION END DATE:** Friday, October 21, 2022

Responsible for providing expert advice, support, and guidance on a range of complex issues for Teamsters, auxiliary police personnel, and exempt employees, relating to employee and labour relations, attendance and disability management, and recruitment and selection.

## ESSENTIAL DUTIES

- Builds and maintains effective relationships with management, employees, and union representatives
- Educates managers and employees, and ensures consistent application of HR best practices, policies, procedures, related employment and labour legislation, and collective agreements
- Provides advice, guidance, and support to managers on performance management, progressive discipline, and attendance and disability management
- Responds to grievances, employee concerns and complaints, and various personnel matters as they arise
- Conducts timely and thorough workplace assessments and investigations
- Supports manager and employees in determining appropriate workplace accommodations
- Manages and coordinates all aspects of the recruitment and selection processes for internal and external job competitions, and ensures fair and consistent practices and processes
- Works collaboratively with colleagues and other members of the HR Section to carry out initiatives, programs, and projects
- Attends and participates in various committees and meetings
- Manages and maintains various HR tracking lists and data
- Carries out administrative duties relating to HR operations and functions
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Thorough understanding of employment related legislation such as Human Rights, Employment Standards, labour law, and WorkSafe BC
- Thorough understanding of HR-related programs, policies, procedures, and practices, and demonstrated ability to consistently apply them, and provide advice to clients on them
- Demonstrated ability to interpret applicable collective agreements and/or various rights related legislation
- Demonstrated ability to build and maintain effective working relationships at all levels of the organization, union representatives, and the public
- Demonstrated ability to take ownership for decisions, and to make concrete decisions based on the collective agreement, practice, and legislation
- Demonstrated ability to communicate clearly and concisely, verbally and in writing
- Demonstrated ability to question and validate the needs and expectations of others, resolve conflict, and coach managers on HR practices and policies
- Demonstrated ability to use discretion when handling sensitive and confidential issues
- Demonstrated ability to remain organized and handle a fast-paced, complex, and changing workload
- Demonstrated ability to identify priorities when faced with competing demands
- Demonstrated ability to critically think and synthesize large amounts of information and data



## EDUCATION

### Required:

- Grade 12

### Preferred:

- Inventory management, business administration, and/or computer training or an equivalent combination of education and experience

## OTHER REQUIREMENTS

- Physical strength and agility, sufficient to meet the demands of the job: lifting, bending, reaching, and carrying, including moving heavy items (approximately 60 pounds)
- 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 will be required to achieve 70% on a written test in order to move forward to the interview stage. Testing also includes data entry 5,000, Word 70%, Excel 70% and physical test.

- The test will account for 60% of overall score
- The interview will account for 40% of overall score

***NOTE: This position falls under the jurisdiction of Teamsters Local 31.***

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca).