



# HR CONSULTANT II

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**COMPETITION: #24153-50010233**

**STATUS:** Regular full-time (Exempt)  
**SECTION:** Civilian & Police Support Services, Human Resources Section  
**HOURS OF WORK:** Tuesday to Friday - 35-hour compressed workweek  
**SALARY:** Pay Range 70 - \$46.26 to \$57.87 per hour  
**COMPETITION END DATE:** Friday, November 29, 2024

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, 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



**Preferred:**

- Significant SAP experience - organizational management, performance appraisals, SAP reporting, and basic qualification catalogue development

**EXPERIENCE**

- Minimum of three to five years providing consultative advice and expertise to managers and supervisors in a unionized environment in the areas of performance and probation management, attendance and disability management, and complaints
- Experience conducting workplace investigations, including writing final investigation reports
- Experience managing and resolving grievances
- Experience interpreting collective agreements, interpreting HR legislation, policies and procedures, and terms and conditions of employment
- Recruitment experience in a unionized setting
- An equivalent combination of education, training, and/or experience may be considered

**EDUCATION**

**Required:**

- University degree in business administration specializing in human resource management or a diploma in business administration specializing in human resource management or a related field

**Preferred:**

- Certified Human Resources Professional Designation (CHRP)

**OTHER REQUIREMENTS**

- Valid BC Driver's licence
- 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
- Must be a Canadian citizen or Permanent Resident
- There is no opportunity for remote work - employees are required to work on-site/in office

**SELECTION PROCESS**

Candidates may be required to take a written test.

**NOTE: This position is exempt from the Teamsters Local 31.**

*We thank all applicants, however, only those short-listed will be contacted.*

Applicants should submit a resume and cover letter via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. on the closing date. **The competition number must be indicated on the subject line in the email.**