



HR CONSULTANT III

COMPETITION: #2526-50175511

SECTION: Civilian & Police Support Services Unit, Human Resources Section
STATUS: Temporary full-time (Exempt)
DURATION: Approximately one year (may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting)
HOURS OF WORK: 35-hour compressed work week
Tuesday to Friday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Range 80 - \$97,032 to \$121,294 annually
COMPETITION END DATE: Friday, February 14, 2025

Responsible for the review and update of all human resources policies and procedure manuals to ensure compliance with applicable employment and labour law legal standards, and alignment with organizational strategies, practices, and business rules.

ESSENTIAL DUTIES

- Reviews existing HR practices in relation to existing HR policies and collective agreements to identify opportunities for alignment, and provides advice and recommendations to HR personnel and management
- Conducts audits of existing HR policies and procedures, and recommends revisions to ensure they align with organizational strategies and practices, and comply with applicable employment and labour laws
- Conducts extensive research in the field of HR and external influences such as social, economic, political, and legal issues, to inform policy revisions and development
- Develops and modifies existing policies and guidelines to adhere to current documentation standards
- Evaluates policies and makes recommendations for changes regarding the policies to management
- Ensures that revised and new policies are implemented
- Provides training to identified personnel on policy revisions and developments to ensure consistent application and interpretation
- Conducts audits of HR activities to ensure compliance, and identify areas for improvements and policy and/or procedure development
- Drafts new policies and procedures and recommends revisions as appropriate
- Prepares detailed reports and presents findings to applicable human resources personnel and management
- Keeps records of all policy revisions, updates, and deletions
- Assesses the effectiveness of existing policies and recommends improvement
- Works collaboratively with a variety of personnel throughout the organization, including union representatives, to achieve desired work outcomes
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Extensive demonstrated knowledge of human resources practices and BC employment and labour related laws, including WorkSafe BC regulations and privacy laws
- In-depth knowledge of various human resources functions, including attendance and disability management, compensation, employee relations, labour relations, recruitment and selection, and workplace investigations
- Ability to analyze complex data and interpret policy impacts
- Exceptional writing and analytical skills
- Strong verbal communication skills to present findings clearly
- Keen eye for detail to ensure accuracy in research and reporting
- Ability to work with various groups or individuals that have a vested interest in the policies, procedures, and practices



- Demonstrated technical writing skills
- Ability to establish and maintain effective working relationships in a team environment
- Ability to prioritize tasks and be organized in order to meet tight deadlines and manage projects with minimal supervision
- Exceptional command of the English language

Preferred:

- Knowledge of the *BC Police Act* as it relates to human resources policies, procedures, and practices

EXPERIENCE

Required:

- A minimum of five years' experience in a generalist HR consultant or advisory role in a unionized organization
- A minimum of two years' experience auditing, reviewing, and making recommendations for revision of policies and procedures
- Experiences in policy, legal, or technical writing
- Extensive experience writing clear and concise policies, procedures, guidelines, and business rules for organizational activities
- Extensive experience working collaboratively with various HR specialists, union representatives, and management
- Experience writing formal reports containing detailed analysis and recommendations to management

Preferred:

- HR consultant or advisory experience in a police organization
- Project management experience

EDUCATION

Required:

- Undergraduate degree in business administration with a major in human resource management or related field of study
- A combination of HR experience and post-secondary education in a field that emphasizes writing and research will be considered

Preferred:

- Chartered Professional in Human Resources

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 a 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 Union 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 by 4:30 p.m. on the closing date. **The competition number must be indicated on the subject line of the email.**