



HUMAN RESOURCES CONSULTANT II

COMPETITION: #26146-50178103

SECTION: Employee Advisory Team, Health & Safety and Advisory Services, Human Resources Section
LOCATION: 3585 Graveley Street, Vancouver
STATUS: Temporary full-time (Exempt)
DURATION: One year
HOURS OF WORK: Four-day compressed workweek, 7 a.m. to 4 p.m.
SALARY: Pay Range 70 - \$89,631 to \$112,025 annually
COMPETITION END DATE: Thursday, October 22, 2026

Responsible for providing expert advice, support, and guidance on a range of complex issues for Teamsters, 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 employee concerns and issues, as well as various personnel matters as they arise
- Conducts timely and thorough workplace assessments and investigations
- Works collaboratively with colleagues and fellow members of the Human Resources 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 pertaining to HR operations and functions
- Conducts strategic research and planning with a view towards organizational effectiveness
- 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; 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
 - Build and maintain effective working relationships at all levels of the organization, as well as union representatives and the public
 - Take ownership for decisions; make concrete decisions based on the collective agreement, practice, and legislation
 - Communicate clearly and concisely, verbally, and in writing
 - Question and validate the needs and expectations of others, resolve conflict, and coach managers on HR practices and policies
 - Use discretion when handling sensitive and confidential issues
 - Remain organized and handle a fast-paced, complex and changing workload
 - Identify priorities when faced with competing demands
 - Think critically and synthesize large amounts of information and data



Preferred:

- Previous SAP experience, including SAP reporting

EXPERIENCE

Required:

- 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 interpreting collective agreements, interpreting HR legislation, policies and procedures, and terms and conditions of employment
- An equivalent combination of education, training, and/or experience may be considered

Preferred:

- Experience managing grievances

EDUCATION

Required:

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

Preferred:

- Chartered Professional in Human Resources (CPHR) designation

OTHER REQUIREMENTS

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

SELECTION PROCESS

Candidates may be required to complete a written knowledge test, in addition to a formal panel interview.

This position is Exempt from the union.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**