



ONBOARDING SPECIALIST

COMPETITION: #26144-261015

SECTION:	Career Services Unit, Human Resources Section
LOCATION:	3585 Graveley Street, Vancouver
STATUS:	Regular full-time (Exempt)
HOURS OF WORK:	Four-day compressed workweek Monday to Thursday, 7:00 a.m. to 4:00 p.m.
SALARY:	VP Pay Band 6 - \$43.81 to \$54.76 per hour (Annual \$80,008 to \$100,006)
COMPETITION END DATE:	Thursday, October 22, 2026

The Onboarding Specialist is the initial point of contact for new employees of the Vancouver Police Department and serves as a critical role in developing employee engagement and introducing the VPD’s culture. Reporting to the supervisor of the Career Services Unit, the Onboarding Specialist provides centralized oversight for the coordination, administration, and continuous improvement of a standardized onboarding program that supports the efficient, compliant, and professional intake of all VPD employees.

ESSENTIAL DUTIES

- Responsible for consolidating onboarding activities into a single, coordinated program aligned with organizational priorities, ensuring all onboarding requirements, including documentation, system access, identification, compliance training, and initial orientation activities are completed accurately, consistently, and within established timelines
- Accountable for the accurate, timely, and compliant delivery of onboarding processes, ensuring all new employees are operationally ready and appropriately integrated into the organization
- Provides subject matter guidance to new employees on employment-related matters such as benefits, pension enrollment, and organizational policies, ensuring clarity, understanding, and a positive onboarding experience
- Coordinates and administers a centralized onboarding program for all employee groups, ensuring consistency across sworn and civilian professional processes
- Serves as the primary point of contact for new hires, providing guidance, support, and timely communication throughout the onboarding process
- Develops, maintains, and continuously improves onboarding workflows, timelines, and standard operating procedures to ensure efficiency and consistency
- Compiles and maintains complete onboarding packages in accordance with established file management and records practices; coordinates submission of finalized onboarding documentation to Payroll and other internal stakeholders in a timely manner
- Coordinates and facilitates critical first-day onboarding requirements, ensuring completion within established timelines
- Coordinates with internal units to support profile creation, system integration, and onboarding readiness
- Administers onboarding-related policy documentation, including employee acknowledgment of key policies and procedures
- Ensures all compliance-related documentation is completed, tracked, and retained in accordance with organizational requirements.
- Provides accurate guidance to new employees regarding employment-related matters, including pension enrollment, benefits, disability plans, and leave provisions.
- Ensures a professional and responsive onboarding experience for all new employees
- Collaborates with Recruiting, Academy, Payroll, and internal partner units to coordinate onboarding activities and ensure alignment
- Identifies opportunities to improve onboarding processes, efficiency, and employee experience
- Supports the development and implementation of standardized onboarding frameworks across all employee categories
- Participates in HR initiatives and projects related to workforce integration and employee experience
- Maintains accurate onboarding records and ensures proper data handling, storage, and confidentiality



- Tracks onboarding metrics and supports reporting related to completion, timelines, and compliance
- Ensures onboarding information is managed in accordance with organizational policies and audit requirements
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Sound understanding of human resources practices, onboarding processes, employment documentation, and administrative workflows
- High level of attention to detail and accuracy in document review, validation, and records management
- Strong interpersonal and communication skills, with the ability to engage effectively with new employees and internal stakeholders
- Demonstrated ability to develop and maintain a supportive and positive rapport with employees and assist with inquiries through various stages of onboarding
- Ability to handle sensitive and confidential information with discretion and professionalism
- Demonstrated ability to organize and schedule priorities independently to coordinate activities across multiple units and stakeholders in a structured and efficient manner
- Exceptional organizational and time management skills, with the demonstrated ability to manage multiple onboarding processes concurrently
- Experience coordinating and organizing small to mid-size workplace events
- Ability to develop, implement, and present onboarding related presentations, orientation sessions, and related programs
- Comfortable public speaking

Preferred:

- Familiarity with policing environments, including sworn and civilian workforce structures.
- Knowledge of public sector HR practices, onboarding programs, and compliance requirements.
- Experience delivering or supporting structured onboarding or orientation programs.

EXPERIENCE

Required:

- Minimum 3–5 years' experience in a professional mid-size business environment involving HR administration, onboarding, recruitment coordination, or program support
- Experience managing multi-step administrative processes involving documentation, validation, and stakeholder coordination
- Experience working with multiple stakeholders to coordinate workflows and resolve issues
- Experience supporting onboarding or recruitment processes involving compliance documentation and system coordination

Preferred:

- Experience in a policing, public safety, or public sector environment

EDUCATION

- Two-year certification or diploma in administrative management and/or human resources from a recognized post-secondary education institution or equivalent combination of education and experience



OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.
- Valid BC driver's license
- Must be a Canadian citizen or Permanent Resident
- Employees are required to work on-site/in office

SELECTION PROCESS

Candidates may be required to take a written test.

This position is EXEMPT from the Teamsters Local 31.

Applicants should submit a cover letter and 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.**

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