



PLATFORMS COORDINATOR

COMPETITION: #26145-261016

SECTION: Platforms Unit, Human Resources Section
STATUS: Temporary full-time (Exempt)
DURATION: Approximately one year *(may be extended or reduced for operational reasons or circumstances that could not be foreseen at the time of posting)*
HOURS OF WORK: Four-day compressed workweek
Tuesday to Friday, 7 a.m. to 4 p.m.
SALARY: Pay Band 6 - \$43.81 to \$54.76 per hour
(Annual \$80,008 to \$100,006)
COMPETITION END DATE: Friday, October 23, 2026

The HR Platforms Unit Coordinator assists with the procurement, implementation, and ongoing maintenance of software solutions within the Human Resources Section.

ESSENTIAL DUTIES

- Supports the governance, stewardship, and administration of enterprise HR platforms including SuccessFactors and associated applications
- Ability to assimilate information from various SMEs to assist in the creation of functional and productive HR software solutions
- Assists with HR software solution identification, procurement, and implementation to meet HR best practices and organizational demands
- Assists in the preparation of briefing notes, presentations, business cases, and executive reports related to HR Platforms Unit scope of responsibilities
- Assists with business analysis activities including requirement gathering, workflow documentation, process mapping, testing, and system enhancement recommendations
- Liaise with other units within the VPD, COV, and outside partner agencies during various project phases
- Coordinates stakeholder engagement, communication, training, and organizational change management activities associated with HR platform initiatives
- Assists with the development and maintenance of system procedures, platform documentation, user guides, and governance records
- Provides user support for HR software solutions including but not limited to SuccessFactors
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Ability to write effectively, organize and maintain documentation, and prepare status reports and summaries
- Experience with all areas of MS365 with an advanced level of expertise in Microsoft Excel
- Ability to speak effectively in public through formal and informal meetings and presentations
- Ability to communicate effectively at all levels within the organization
- Ability to manage workloads and multitask effectively
- Ability to assist with the coordination and support project management of complex initiatives involving multiple VPD business areas, cross-functional processes, and diverse stakeholder groups
- Ability to assess complex situations, develop effective solutions, and make well-reasoned decisions based on thorough analysis and evaluation
- Ability to support the governance and administration of enterprise software platforms
- Ability to assist in the development and maintenance of business processes, procedures, workflow documentation, and user guides



Preferred:

- Ability to align current initiatives with organizational goals and future directions
- Ability to balance strategic oversight with hands-on involvement in program development
- Experience with SuccessFactors Employee Central, Performance Management and Goal Management, Continuous Performance, Onboarding, Offboarding, Recruiting, and/or Reporting
- Experience with HRISM systems and governance
- Ability to analyze data and provide recommendations for operational and business process improvements
- Ability to build collaborative relationships with stakeholders at all levels of the organization
- Good understanding of Organizational Change Management principles, methods, and processes
- Good understanding of the Lean Six Sigma Approach in Continuous Process Improvement
- Good understanding and interest in current technologies, issues related to HR infrastructure, and development of HR systems

EXPERIENCE

Required:

- Minimum two years working within a police or paramilitary environment
- Previous experience on large projects demonstrating the ability to multitask, prioritize, and meet project deadlines

Preferred:

- Demonstrated experience developing, implementing, and updating software applications to meet organizational needs
- Demonstrated experience working with diverse, complex, multi-stakeholder teams within all levels of an organization
- Previous project management experience or certificate
- Previous Continuous Process Improvement experience or certificate
- Previous experience working in a Human Resources environment considered an asset

EDUCATION

Required:

- Grade 12 or equivalent

Preferred:

- Additional certifications in project management, e.g., Project Management Professional (PMP)
- Additional certifications in Continuous Process Improvement

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 take a test.

This position falls is Exempt from the union.

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 in the subject line of the email.**