VANCOUVER POLICE DEPARTMENT | *Beyond the Call*

HUMAN RESOURCES CONSULTANT II

COMPETITION: #26146-50178103

SECTION:	Health, Safety and Advisory Services, Human Resources Section
LOCATION:	3585 Graveley Street, Vancouver
STATUS:	Temporary full-time (Exempt)
DURATION:	One year *(This is a temporary full-time position with an anticipated duration of approximately one year. The term may be extended or shortened based on operational requirements and unforeseen circumstances)*
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:	Friday, November 20, 2026

Provides expert employee and labour relations advice for unionized and exempt employee groups, managing complex cases related to attendance, disability management, workplace accommodations, leave management, performance concerns, and policy interpretation while fostering legally compliant and positive workplace outcomes.

ESSENTIAL DUTIES

- Builds and maintains effective relationships with management, employees, and union representatives
- Provides guidance and education to managers and employees, ensuring the consistent application of human resources best practices, policies, procedures, collective agreements, and applicable employment and labour legislation
- Advises and supports managers in the areas of performance management, progressive discipline, attendance management, and disability management
- Responds to employee inquiries, concerns, and workplace issues, providing timely and practical solutions
- Conducts thorough and timely workplace assessments, reviews, and investigations
- Collaborates with Human Resources colleagues and internal stakeholders to support and implement organizational initiatives, programs, and projects
- Participates in and contributes to a variety of committees, meetings, and working groups.
- Maintains HR records, tracking systems, and workforce-related data to support operational and reporting requirements
- Performs a range of administrative functions in support of Human Resources operations and service delivery
- Undertakes research, analysis, and workforce planning activities to support organizational effectiveness and continuous improvement
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Thorough knowledge of applicable employment-related legislation, including human rights, employment standards, labour relations, occupational health and safety, and workers' compensation requirements
- Thorough knowledge of human resources policies, procedures, programs, and practices, with the ability to interpret, apply, and provide sound advice and guidance to clients
- Demonstrated ability to:
    - Interpret and apply collective agreements, employment-related legislation, and organizational policies and procedures
    - Build and maintain effective working relationships with employees, managers, union representatives, external stakeholders, and members of the public
    - Exercise sound judgment, take ownership of decisions, and make recommendations based on legislation, collective agreements, policy, and established practices
    - Communicate clearly, professionally, and effectively, both verbally and in writing

- Assess, challenge, and clarify client needs and expectations; resolve conflict; and coach managers on human resources policies, practices, and procedures
- Exercise discretion and maintain confidentiality when dealing with sensitive, complex, and confidential matters
- Effectively manage multiple priorities in a fast-paced, dynamic, and evolving work environment
- Analyze information, identify priorities, and make informed decisions while balancing competing demands
- Think critically, interpret, and synthesize complex information, and draw meaningful conclusions from data to support decision-making

Preferred:

- Experience using SAP Human Capital Management (HCM) systems, including generating, analyzing, and interpreting SAP reports.

EXPERIENCE

Required:

- Minimum of three to five years of experience providing consultative human resources advice and support to managers and supervisors in a unionized environment, with a focus on performance management, probation management, attendance and disability management, and employee complaints
- Experience conducting workplace investigations, including planning and conducting interviews, analyzing evidence, and preparing comprehensive investigation reports
- Experience interpreting and applying collective agreements, employment-related legislation, human resources policies and procedures, and terms and conditions of employment
- An equivalent combination of education, training, and experience may be considered

Preferred:

- Experience managing and resolving grievances within a unionized environment, including participation in the grievance process and interpretation of collective agreement provisions.

EDUCATION

Required:

- Degree or diploma in human resources management, business administration, industrial relations or a related field
- An equivalent combination of education, training, and experience may be considered

Preferred:

- Current Chartered Professional in Human Resources (CPHR) designation
- Demonstrated commitment to ongoing professional development in the human resources field

OTHER REQUIREMENT(S):

- All employees must maintain their Enhanced Reliability Clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required.

SELECTION PROCESS

Only candidates selected for further consideration will be contacted. Short-listed candidates may be required to complete a written knowledge assessment in addition to a formal panel interview

This is a position that 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. **Indicate the competition # in the subject line of the email**..