



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Human Resources Department is currently seeking a:*

Human Resources Advisor

(Auxiliary - this position to last not later than November 3, 2017)

Anticipated to be 2 days per week however this may vary based on needs

DUTIES:

Develops and implements the hiring processes for a broad range of unionized and excluded positions ensuring selection criteria is based on job requirements, complies with legislation, statutes, and collective agreements.

Approves and advises managers on the content of job postings; recommends advertising; screens applications as required; develops selection criteria, interview questions and assessment exercises; conducts and evaluates interviews and reference checks; and makes hiring recommendations to managers.

Makes employment offers to candidates and negotiates terms of employment considering factors such as skills and experience, collective agreement provisions, and corporate and board policies.

Assists and supports management by providing professional advice on rights and responsibilities under collective agreements, pertinent legislation and corporate policies.

Keeps current on applicable laws, statutes and Acts that are associated with scope of responsibilities.

Supports management in investigating concerns, responding to and resolving grievances and complaints; negotiates and drafts grievance settlements and letters of agreement.

Represents management in arbitration or collective bargaining as required.

Analyzes complex scenarios requiring the input of various stakeholders and makes recommendations to the Director, HR Services for consideration.

Provides guidance to employees and supervisors on compensation and classification matters; develops and updates classification and position descriptions; writes duty, qualification and experience statements, and recommends rates of pay that align with comparable positions.

Responds to questions from employees and management and provides advice on workplace issues; promotes cooperation and teamwork and aides the resolution of conflict.

Works as part of a team to revise and update corporate policies and assists with the development and delivery of training on labour relations and human resources management topics.

Participates in the human resources recruitment outreach program to promote Metro Vancouver’s brand in the external labour market; attends career fairs and information sessions, recommends opportunities for promoting the organization as a preferred employer and utilizes social media to further goals of the program.

Performs other related duties as required.

REQUIREMENTS:

5 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as business or human resources and experience working in a complex, multi-union environment; or an equivalent combination of training and experience.

Designation as a Certified Human Resources Professional is preferred.

Sound knowledge and ability to interpret relevant legislation and acts such as the *Employment Standards Act* and the *Human Rights Code*.

Sound knowledge and understanding of human resources management principles including recruitment and selection, labour relations, compensation and job evaluation.

Demonstrated and applied knowledge of recruitment and selection methods for bargaining unit and excluded positions.

Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations.

Excellent oral and written communication skills, including effective listening and persuasion skills. Superior business writing skills including the ability to analyze and revise the content of job descriptions and draft non-routine correspondence to employees and the union regarding discipline and grievance negotiations and settlements.

Ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or highly sensitive.

Demonstrated ability to work in a team oriented work environment.

Sound judgment and problem solving skills; ability to analyze business needs and provide strategic input.

Ability to provide professional advice and guide managers on employee relations issues and general HR topics; strong analytical, interpretation and research skills and displays a high degree of integrity and professionalism.

Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.

Practical knowledge of a human resources information system such as PeopleSoft.

Proficiency using Microsoft office programs, including Word, Excel, and Outlook.

Valid BC Class 5 Driver's Licence.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by March 24, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.