



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:*

Senior Human Resources Advisor (Full-Time Regular)

DUTIES:

Advises and guides managers in matters of culpable and non-culpable conduct; conducts workplace investigations including developing questionnaires for interviews; in conjunction with managers, determines the appropriate response; and as required, liaises with legal counsel in the development of approaches to these matters.

Researches and investigates a range of policy and human resources issues and makes recommendations on strategic and operational issues. Provides input on the creation of or revision of policies, and items for discussion at standing committee or for bargaining.

Analyzes and interprets union proposals and considers implications including financial consequences; conducts research and consults internal and external resources. Participates in and provides advice on matters raised at standing committee and assists in determining the employer’s response.

Manages grievances and arbitrations providing advice to managers throughout the process; able to act as the chief instructing witness at arbitration hearings. May be required to represent the Metro Vancouver Regional District (MVRD) at the BC Human Rights Tribunal. May be required to represent the MVRD at the BC Labour Board on matters including bargaining unit certificate jurisdiction, injunctions in relation to picketing, and/or essential service orders.

Develops new or revised job classifications and position descriptions for bargaining unit and excluded roles. Consults with managers and writes duty, qualification and experience statements that clearly and accurately capture the role. Recommends rates of pay that align with comparable positions. Negotiates with the union to come to agreement on position descriptions and compensation.

Works collaboratively with other HR staff to inform managers of changes in arbitral jurisprudence and labour relations approaches to workplace issues; delivers and assists with developing training on relevant labour relations topics.

Participates in collective bargaining and acts as an advisor to the employer’s bargaining committee; contributes to developing bargaining strategies, contract proposals, Letter of Understandings and Memorandum of Agreements.

Explains complex matters to managers and HR team members regarding collective agreement interpretation, process, or policy interpretation; effectively gains consensus and ensures consistency in the application of agreements and policies.

Provides guidance to staff on difficult or problem situations; may be a resource to the Metro Vancouver Board, committees, and municipal councils for presentations and questions; may provide supervision to other HR staff and manage costs for specific projects.

Keeps current on applicable laws, statutes and acts associated with the scope of responsibilities and makes recommendations on subsequent changes to policies and processes.

Performs other related duties as required.

REQUIREMENTS:

7 years of recent, related progressive experience supplemented by a university degree in commerce, psychology, human resources or other relevant field and considerable experience working in a complex, multi-union environment; or an equivalent combination of training and experience.

Considerable experience related to collective bargaining, Standing Committees, proposal and language writing.

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

Considerable knowledge and understanding of human resources management principles with expertise in labour relations including the application of employee discipline and grievance process handling.

Sound knowledge of evaluation and classification methods for bargaining unit and excluded staff. Ability to advise on complex compensation matters and defend recommendations.

Ability to work under broad direction and use significant independent judgment to problem solve and interpret policy and collective agreements when more than one option is possible. Ability to identify opportunities to address emerging needs.

Excellent oral and written communication skills, including the ability to effectively listen, persuade others, and support the resolution of problems. Ability to guide managers on having difficult conversations with employees and delivers unwelcome information with a high degree of professionalism. Excellent business writing skills including the ability to write complex correspondence regarding discipline and grievances.

Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be highly sensitive and sometimes adversarial; expert relationship building and skills and a demonstrated ability to work in a team oriented work environment. Ability to effectively deal with disagreements and prevent the escalation of conflict; ability to manage and respond effectively to emotional triggers in self and others.

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

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

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

Valid BC Class 5 Driver's License.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by September 5, 2017.

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