



**Position Title:** Labour Relations Research Advisor

**Position Status:** Full-Time Regular

**Department:** Regional Employers Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P2 (\$96,861.28 - \$113,884.36 annually)

Our Regional Employers Services Department is seeking a Labour Relations Research Advisor who will play a key role in providing in-depth human resources and labour relations research, analysis, advice and support to client municipalities within the Metro Vancouver region. The position advances qualitative and quantitative research and data initiatives including analyzing economic, workforce and collective bargaining settlement trends, and prepares regional workforce and labour reports on emerging human resource and employment issues. The role supports collective bargaining including costing of proposals, analyzing issues related to bargaining and identifying and obtaining historical information to make appropriate assumptions for projected costs. Our Labour Relations Research Advisor prepares publications, reports, surveys and other written materials on labour relations and human resources matters, legislative changes and collective bargaining.

You are: an experienced labour relations professional with specialized knowledge and abilities related to collective bargaining research and preparation, including costing. You are collaborative, curious and exhibit a meticulous approach to data analysis. You are a quick learner, resourceful, thorough, detail-oriented and driven to get meaningful results. To be a strong fit for the role, you have well developed research, reasoning, mathematical, analytical and critical thinking skills. You possess strong communication skills (both oral and written) and can build strong professional relationships with others. You thrive on managing multiple priorities and can easily shift priorities throughout the day.

The Labour Relations Research Advisor reports to the Division Manager, Information & Advisory Services and Compensation.

**This role:**

- Provides human resources and labour relations services to client municipalities. Reports to the Division Manager and works with the Information and Advisory Services team to respond to service requests from clients and to create and coordinate projects regarding regionally significant issues for client municipalities.
- Researches and provides information and advice to clients on a variety of human resource and labour relations issues, including contract interpretation and administration.

- Compiles and analyzes data and prepares reports on a range of human resources and labour relations matters such as workforce trends, payroll, economic, demographic data and other emerging issues.
- Develops methodologies, relevant comparisons and approaches for presenting and exhibiting information for use by clients. Evaluates information from local, provincial, national and international sources and provides guidance to clients regarding such information.
- Maintains and establishes comparative data for occupational groups such as police and fire in areas such as compensation, benefits and leaves statistics. Analyzes and summarizes raw data and advises clients on appropriate interpretation and application of information provided.
- Researches, analyzes, tabulates and prepares projects related to proposals including costing of proposals and general preparation for collective bargaining. Analyzes issues related to bargaining and identifies and obtains historical information to make appropriate assumptions to calculate projected costs. Provides the negotiator and clients with information, data and comparative information to assist informed decision making.
- Keeps current on labour relations, human resources, and employee benefits news as well as changes in laws, statutes, and acts associated with scope of responsibilities.
- Contributes to the development and implementation of the Information and Advisory Services new client services model and work plan; departmental communications plan; and the workforce data initiative.
- Develops and maintains relationships with various internal and external contacts to ensure the Information and Advisory Services Program has access to the necessary information to advise clients.
- Writes and revises publications and reports and conducts and participates in surveys for compensation, benefits and other related information. Develops and maintains information and resources for various purposes including the website and ensures information provided and published is up to date and accurate.
- Performs other related duties as required.

**To be successful, you have:**

- 5 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such business or human resources; or an equivalent combination of training and experience.
- Designation as a Certified Human Resources Professional and/or Certified Employee Benefits Specialist is preferred.
- Sound knowledge of and ability to interpret relevant legislation and acts such as the Labour Relations Code, Employment Standards, and the Human Rights Code.
- Sound knowledge and understanding of human resources management and labour relations principles with specialized knowledge and abilities related to collective bargaining research and preparation including costing.
- Demonstrated ability to thoroughly research, analyze, compile and explain information related to collective bargaining, compensation and general labour relations and human resources management principles.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations; ability to analyze complex issues and provide strategic input.
- Excellent oral and written communication skills, including effective listening skills. Superior business writing skills including the ability to draft non-routine correspondence.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts; applies team effectiveness skills and contributes to the achievement of team goals. Ability to work independently and demonstrates a high level of initiative.

- Ability to provide professional advice and guide clients on a range of human resources and labour relations issues; strong analytical, interpretation and research skills and demonstrates a high degree of integrity and professionalism.
- Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint and SharePoint.
- Valid BC Class 5 Driver's License.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by July 25, 2025.*