



Human Resources Advisor

Temporary Full Time – One (1) year term

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The position of the Human Resources Advisor is an integral part of the Human Resources Department. Reporting to the Director, you are responsible delivering a broad range of generalist services to managers, employees and client groups. Responsibilities include:

- Providing daily guidance and support to all levels of management, unions and employees on issues related to collective agreement and policy interpretation and application, training and development, performance management, compensation and benefits, classification and job evaluation, and other applicable areas;
- Leading or assisting in the development of programs and initiatives related to any of the Human Resources disciplines;
- Leading full cycle recruitment activities and developing recruitment strategies that support business requirements;
- Planning and coordinating the City's corporate training program, ensuring alignment with corporate objectives and presenting at information/ training sessions to internal customers when required;
- Participating in research, investigation, and documentation of Labour Relations issues;
- Participating in special projects or initiatives and representing Human Resources at committee meetings, when required;
- Administration related to transactional activities forms a significant component in this role.

The ideal candidate for this position brings high energy and passion for promoting and implementing progressive human resources best practices. You are a self-starter, highly organized, and possess excellent verbal and written communication skills with an ability to exercise diplomacy, tact and professionalism. An ability to influence at all levels of the organization through positive working relationships is essential.

Your qualifications include a Diploma or Degree in Human Resources or a related field, supplemented with a minimum 3 to 5 years' experience working in a similar role, ideally in a unionized environment. A CHRP designation would be an asset. In addition, you must have a valid BC driver's license.

A competitive salary and benefits package is offered for this Exempt position. The expected term for this position is from March 2017 to May 2018. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, please submit a cover letter and resume.

Application Deadline: 4:30 p.m., Friday, January 20, 2017

Recruitment Reference: 2017-02

Apply online at www.whiterockcity.ca/careers

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Thank you for your interest. Only selected applicants will be contacted.