



Human Resources Advisor

Permanent Full Time

Posting No. 151-22

November 30, 2022

Situated within the shared, unceded territory of the Łilwat7ul (Lilwat People) and SŁkwxwul7mesh (Squamish People), the Resort Municipality of Whistler (RMOW) is a vibrant destination resort community, local government organization and leader in providing municipal programs, services, progressive planning and infrastructure. The RMOW is a high performance municipal organization and significant tourism economy serving a community of 14,000 permanent residents and over three million annual visitors. Whistler's vision is to be a place where our community thrives, nature is protected and guests are inspired.

Our Human Resources department has an exciting opportunity for qualified human resources professionals to apply for the position of Human Resources Advisor. Reporting to the Director of Human Resources, the Human Resources Advisor assists and supports in the delivery of organizational human resource services, programs, policies and initiatives. The position provides proactive and responsive human resources advisory services in a broad range of areas, such as employee and labour relations, leadership support, organizational development and performance management, development and implementation of policies and procedures, employee training and development and engagement.

The Human Resources Advisor provides guidance and direction regarding the interpretation and application, administration and implementation of policies, procedures, employment agreements, employment standards and human rights legislation in a complex, multi-union environment. In addition, the position is responsible for organizational training and development activities including organizing, developing and delivering organizational training and our onboarding program. The Advisor also supports the Director of Human Resources on a variety of special projects as required.

The qualified candidate will have a minimum of 5 years of senior experience as a Human Resources generalist working in the areas of training and development, and employee and labour relations with completed post-secondary education in the Human Resources field. A CHRP designation is an asset. Excellent knowledge of the methods, practices and principles of Human Resource Management is required and the ability to understand, interpret and apply regulations and policies effectively with a high degree of discretion and thoughtfulness with a caring and diplomatic demeanor. This role requires an individual who can maintain confidentiality and effectively manage and mediate conflict situations with tact, patience and diplomacy in an effort to preserve effective, trusting relationships. The ability to manage competing priorities to meet deadlines is also critical. The successful candidate demonstrates excellent leadership, conflict resolution, investigation, interpersonal, communication, and organizational skills. A strong commitment to promoting and contributing to a diverse and inclusive workplace and creating and maintaining effective working relationships with others while adding to a positive team environment is a must.

This position offers ongoing learning and development opportunities, a comprehensive benefit package that includes a municipal pension plan, a work schedule that allows for every second Friday off, and eligibility to participate in the organization's recreation and transit pass program and remote work program. As a requirement of the position, the successful applicant must hold a valid class 5 BC driver's license and must provide a satisfactory driver's abstract and a satisfactory Police Information Check prior to beginning employment.

Interested candidates are invited to submit a resume and cover letter online at www.whistler.ca/careers

Posting No. 151-22 | Deadline for applications is Wednesday, December 14, 2022

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.

The Resort Municipality of Whistler is committed to being an equal opportunity employer who embraces and respects diversity.