

# BUILD A CITY. BUILD A FUTURE.



## HR ADVISOR

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.*

### EMPLOYMENT STATUS

Exempt - Term (18 months)

### SCOPE

Reporting to the Manager, Labour Relations, the HR Advisor will play an essential role in providing comprehensive HR support and guidance to both employees and management while ensuring compliance with labour laws, relevant policies, and collective bargaining agreements. The HR Advisor will be responsible for managing various HR functions including employee relations, leading investigations, collective agreement and policy interpretation, and recruitment. The HR Advisor will partner closely with the HR team, employees, and managers to maintain positive labour relations and foster a productive work environment.

### RESPONSIBILITIES

- Act as a point of contact for employees and management involving enquiries about employee issues, Collective Agreement interpretation and HR policies.
- Prepare for and lead investigations involving a wide range of matters.
- Develop strong relationships with managers and provide support related to various HR functions.
- Liaise with union representative on an array of labour relations issues.
- Help assigned departments with a variety of HR strategies to build and maintain high performing teams.
- Provide guidance to managers on performance management of employees, such as developing performance plans, identifying training opportunities, coaching and supporting managers on corrective measures and disciplinary matters within a unionized work environment.
- Assist with full-cycle recruitment including sourcing, screening, conducting interviews, completing references and managing job offers.
- Provide support and guidance to the assigned HR Recruiter and HR Assistant for your portfolio.
- Develop and deliver communication on key HR programs, policies and procedures.
- Work on HR special projects and perform other job-related duties.

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## QUALIFICATIONS

- A Bachelor's Degree in Human Resources or a related field.
- Chartered Human Resources Professional designation preferred (CPHR).
- 5 years progressively responsible human resources experience within a unionized public sector environment at an advisory level.
- Strong labour relations with a good understanding of how to manage in unionized environments.
- Strong critical thinking skills and an ability to interpret complex data and make sound decisions.
- The ability to work independently, take initiative and exercise good judgment.
- Excellent written and verbal communication skills.
- A high degree of accuracy and attention to detail.
- An ability to thrive and multi-task within a fast paced, rapidly growing environment.
- Full- cycle recruitment experience; union recruitment experience is preferred.

**This position to be posted until June 2, 2023**

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