

## **Human Resources Advisor – Equity, Diversity and Inclusion (EDI) (Permanent, Full-time) - 1252**

### **Close Date**

February 16, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

The City of Kamloops is a dynamic and forward-thinking organization committed to fostering an inclusive and diverse workplace. We believe that a diverse workforce is essential to driving innovation, creativity, and overall success. As part of our commitment to equity, diversity, and inclusion (EDI), we are seeking a passionate and experienced Human Resources Advisor – EDI to join our team. This role is instrumental in transforming the City's culture towards improving and supporting the City's EDI strategy and accessibility practices throughout the organization.

Please note this is an Exempt Management position with an annual salary of \$102,057.15. The City offers a comprehensive health, vision and dental package including generous vacation and an Earned Days Off program. Along with these benefits, take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

The successful candidate must have the following qualifications:

1. The equivalent of an undergraduate degree in Business with a major in Human Resources or a related undergraduate degree with a diploma in Human Resources.
2. Minimum of five years of human resources and labour relations experience preferably in a public sector environment.
3. Minimum of three years of experience with EDI-related principles and best practices.
4. Experience working collaboratively with diverse community groups within a large organization to identify and understand needs, challenges, and opportunities to decide on appropriate solutions.
5. Eligible for certification as a Chartered Professional in Human Resources (CPhR).
6. Proficient using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.
7. Formal training in EDI programs and initiatives would be considered an asset.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

**Hours & Days of Work**

Monday to Friday:

8:00 am to 4:00 pm (Summer)

8:30 am to 4:30 pm (Winter)

**Hours per Week**

37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).