



New Westminster Police Department

JOB POSTING Human Resources Manager Full-Time

The NWPD Leadership team is growing! We are looking for a Human Resources Manager to play a pivotal role in building and leading our Human Resources solutions and initiatives.

Who we are

The NWPD is a mid-sized police department, with over 200 employees. We are committed to having a professional, diverse, inclusive, healthy and supportive workplace that promotes employee equity, wellness and fulfillment. We are a team of hard-working, friendly people who are focused on doing really good work and serving our community.

What your key role will be

As the Human Resources Manager, you will lead the development, implementation and maintenance of efficient and effective HR programs that align with NWPD objectives and strategies. In addition to this, your responsibilities will include leading a small team that supports the organization's recruiting function and:

Organizational Change and Development: You will identify opportunities and priorities for organizational improvement. You'll manage organizational change initiatives to enable us to achieve our objectives and strengthen our culture. You will stay current on new HR developments and best practices, and share them within the organization.

Diversity and Inclusion: You will evaluate, develop, and implement innovative strategies to enhance diversity and inclusion within the organization.

Learning, Development and Succession Planning: You will design and support succession, career and leadership development initiatives. You'll help us develop competency profiles for each type of position within the organization.

Workforce Planning: You will implement innovative and recognized approaches to workforce planning. You'll manage the recruitment for civilian employees, work collaboratively with Police Supervisors to hire Police Constables, and will participate in the selection of staff at all levels.

Health and Wellness: You will promote and support a proactive approach to mental health and psychological wellbeing. You will facilitate disability management, return to work and accommodation practices.

Employee and Labour Relations: You will build and maintain strong collaborative relationships with the leadership team, employees, and unions. You'll support a human centered leadership approach to meet the current and future needs of our people. You'll promote labour laws, policies, and best practices in employee and labour relations, responding to employee relation issues in ways that will foster a cohesive and enjoyable workplace as well as ensure compliance with collective agreements.

HR Analytics: You will establish HR metrics to assess and inform leaders of progress toward organizational objectives.

What you'll bring to this role

You will have experience and success *in many* of the following areas:

- You have 6 to 10 years of progressive experience working in Human Resources, preferably in a Municipal unionized environment; or equivalent relevant experience
- You look for new ways to improve workplace performance and efficiency



- You demonstrate and uphold integrity, honesty, transparency, and professionalism to build trust and accountability
- You can manage your own and others' time, establish priorities and tasks
- You have the ability to create and deliver solid business cases when proposing initiatives and solutions which include using data and HR best practices to make informed recommendations
- You have excellent communication and listening skills
- You are able to lead authentically, as well as coach and inspire others
- You can recognize your emotions and how they affect other people, you demonstrate self-awareness, self-regulation, empathy and strong social skills
- You are a team player who genuinely enjoys collaborating with others to get the work done
- You hold a University Degree (preferred) or post-secondary education in HR Management or a related field
- You have a CPHR designation (preferred) or equivalent
- You can pass and maintain a security clearance, including a background check and polygraph exam

What we can offer you

- An exciting and challenging career
- Competitive salary and municipal pension plan
- Option of hybrid work schedule and compressed work week (4 vs 5 days a week)
- Vacation and an optional earned time off program to foster a flexible work-life balance
- Learning and development reimbursement
- Comprehensive extended health and dental benefits, group life insurance, employee and family assistance program, sick leave plan, and maternity leave top up to 6 weeks at 95%
- Access to onsite fitness facility, free staff parking, and transit subsidy
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the lower mainland of British Columbia, one block away from Columbia Skytrain Station
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and senior leadership team

Together we will

Work professionally and collaboratively to achieve our goals. We will support you in your role as you work to develop and deliver human resource solutions to continue to strengthen our culture, enhance employee engagement and achieve our organizational goals. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPD team and help lead our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

To apply for this position please visit our career centre at <https://www.nwpolice.org/join-nwpc/civilian/>

Job Title: Human Resources Manager

Employment Status: Full-Time

Application Deadline: March 22, 2024 at 8am - Please note that review of applications will begin on March 8, 2024

Number of Positions: One

Union: Exempt

Department: Administration Division



New Westminister Police Department

JOB POSTING Human Resources Manager Full-Time

Salary: \$121,329 to \$133,790 per year plus benefits

Hours of Work: 37.5 hours per week. We offer flexibility in participating in the earned time off program or the option to work a hybrid schedule and compressed work week once training and the probation period are successfully completed.

Career Centre: <https://www.nwpolice.org/join-nwpc/civilian/>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminister is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.