

Human Resources Advisor (Permanent, Full-Time) - 1507

January 2, 2025

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

Are you a passionate people professional? We have an exciting and challenging opportunity for a Human Resources Advisor to join the City of Kamloops' Human Resources & Safety team! This role is unique, dynamic, and fast-paced.

The Human Resources Advisor works with a creative and skilled HR team to deliver a variety of human resources activities including the employee life cycle, strategic planning and administration, employee and labour relations, training and development and compensation.

We are seeking an individual who has a strong labour relations background who has a proven record of developing and fostering effective working relationships with management, unionized employees and their representatives. This role provides advice, guidance and support to management and employees and plays a vital role in many strategic initiatives at the City such as mental health, talent acquisition, and equity, diversity and inclusion!

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. Eligible for certification as a Chartered Professional in Human Resources (CPHR).
4. Proficient using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.
5. Excellent interpersonal skills with the ability to build and maintain positive employee relations and credibility with all levels of the organization.

This is an exempt position with a salary of \$102,057.15 annually. 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.

Our corporate building blocks are strong collaboration, organizational excellence, pride in service, employee well-being, focused stewardship.

The City of Kamloops is in the heart of BC's interior and provides an affordable lifestyle with an opportunity to 'live and play' in the same community. This lifestyle is possible because of the community size (short or no commute), the relative affordability (compared to Vancouver, Victoria and Toronto) and the proximity of world-class recreation (Sun Peaks, bike parks, lakes and campsites, recreation facilities, Tournament Capital Centre).

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. A comprehensive benefits package is included with this position. This is an exempt management position.

Salary:

\$102,057.15

Hours & Days of Work

Monday to Friday:

8:00 AM - 4:00 PM OR 8:30 AM - 4:30 PM

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 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.