



Shape a place
where people
want to be

Position Title: Organization Development Advisor

Position Status: Full-Time Temporary (This position to last not later than September 4, 2026)

Department: Human Resources & Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P2 (\$3,712.73 - \$4,365.23 bi-weekly)

Our Human Resources team is seeking an Organization Development Advisor who is passionate about working as a strategic partner to deliver outstanding Human Resources services to our internal client groups. You will develop, maintain, and support programs and strategies that support the goals of Metro Vancouver, primarily in the areas of respectful workplace strategies, conflict resolution, internal communication, employee recognition, succession planning, and organization design. You will design and facilitate workshops and information sessions for various employee groups.

You are: A skilled human resources professional who enjoys a fast paced environment and has solid knowledge and understanding of Human Resources management principles and best practices. You have the ability to interpret and apply relevant legislation such as WorkSafe BC legislation and the BC Human Rights Code and have sound knowledge related to best practices for conducting workplace investigations related to respectful workplace complaints. You are a skilled communicator and facilitator with the ability to deal tactfully and sensitively in a variety of situations.

The Organization Development Advisor reports to the Lead HR Advisor, Organization Development.

This role:

- Contributes to developing and maintaining programs and strategies that support the achievement of Metro Vancouver's organizational goals and objectives. Guides and advises managers and employees on matters related to these programs and other initiatives as required.
- Assists with developing and managing Metro Vancouver's Respectful Workplace Program and provides support, recommendations and guidance to supervisors and employees around the Respectful Workplace Program and Policy.
- Provides input for the development of policy and training content for the Respectful Workplace Program. Supports management by providing advice, coaching and feedback to supervisors and employees to resolve

workplace conflict. Assists with responding to, investigating, reporting on and resolving formal and informal complaints under the policy. Researches trends and best practices.

- Contributes to the internal communications program; may source and solicit news stories of interest for dissemination to the organization via the intranet and other communication media and supports and monitors employee contributions to the intranet.
- Works with client groups and provides advice and guidance to develop and implement communication plans and strategies in support of corporate goals; promotes program awareness and participation; addresses issues and leverages opportunities; facilitates change; and effectively communicates key messages to the organization.
- Assists with employee career development and provides advice and guidance as required. May design and facilitate workshops such as Insights Discovery Foundation, Strategic planning, Succession planning, best practice sharing, information sessions and customized requests. May conduct debriefs on Insight Discovery Personal Profiles.
- Contributes to developing, managing and maintaining the Employee Recognition Program; ensures program incorporates best practices with respect to employee recognition; reviews and refreshes program to ensure it is meaningful and meets corporate objectives.
- Provides advice and guidance to senior teams on organization design and restructure and change management strategies. Works with client groups to provide and guide staff planning services.
- Contributes to the Succession Management program by providing pertinent data and guidance to senior management and developing and enhancing tracking and tools for this and other Organization Development initiatives.
- Keeps current on applicable laws, statutes, and acts associated with scope of responsibilities, including Employment Law, Occupational Health and Safety Legislation, BC Human Rights Law, and others.
- Performs other related duties as required.

To be successful, you have:

- 5 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as business or human resources and experience working in a complex, multi-union environment; or an equivalent combination of training and experience.
- Sound knowledge and understanding of human resources management principles including organization development best practices for change management, employee development, conflict resolution, facilitation and coaching and succession management.
- Sound knowledge of and ability to interpret and apply relevant legislation such as WorkSafe BC legislation and the BC Human Rights Code as they relate to workplace bullying, harassment and discrimination.
- Sound knowledge related to best practices for conducting and reporting on workplace investigations related to respectful workplace complaints.
- Sound knowledge and understanding of internal communications best practices and demonstrated ability to develop communications material that engages a diverse audience.
- Skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with highly sensitive and confidential information. Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations.
- Excellent oral and written communication skills, including effective listening and persuasion skills. Demonstrated ability to deliver messages effectively to a diverse audience using a variety of media. Advanced public speaking,

presentation and facilitation skills; ability to engage the audience's interest. Knowledgeable of various forms of technology including social media tools.

- Ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or highly sensitive.
- Demonstrated ability to work in a team oriented work environment. Demonstrated ability to collaborate with and address the needs of a diverse employee population in a variety of work locations and environments. Flexible and able to respond quickly to changing needs and competing demands.
- Sound judgment and problem solving skills; ability to analyze business needs and provide strategic input.
- Ability to provide professional advice and guide managers on a variety of issues and general workplace matters; strong analytical and research skills and displays a high degree of integrity and professionalism.
- Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.
- Proficiency using Microsoft office programs, including Word, Excel, and Outlook.
- Designation as a Certified Human Resources Professional is preferred.
- Valid BC Class 5 Driver's License

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by January 21, 2025.