

# 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.*

### SCOPE

We are seeking an experienced and passionate HR Advisor who thrives on challenges and making a real difference. The HR Advisor will play an essential role in providing comprehensive HR support, consultation and guidance to both employees and management while ensuring consistent compliance with labour laws, relevant policies, and collective bargaining agreements. This role will oversee a range of various HR functions including labour relations, leading employee investigations, and collective agreement and policy interpretation. Join our dynamic team where you will partner closely with the HR team, employees, and managers to maintain positive labour relations and foster a productive work environment.

### EMPLOYMENT STATUS

Exempt - Regular Full-Time

### RESPONSIBILITIES

Reporting to the Manager, Labour Relations, you will:

- Act as a point of contact for employees and management involving enquiries about employee issues, Collective Agreement interpretation and HR policies.
- Lead investigations involving a wide range of matters, including performance concerns, attendance and conduct issues.
- Develop strong relationships with managers and provide support and guidance related to various HR functions.
- Liaise with union representatives and executives 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.
- 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.

### QUALIFICATIONS

We are looking for a dynamic and experienced professional with:

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
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- A Bachelor's Degree in Human Resources or a related field.
- A Chartered Human Resources Professional (CPHR) designation (is preferred) .
- 5 years of progressively responsible human resources experience within a unionized public sector environment at an advisory level.
- Strong labour relations experience 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.
- Proven ability to multi-task and thrives in a fast paced, rapidly growing environment.

## OTHER INFORMATION

- Number of Job Openings: 1
- Salary Information: P2 - \$104,807 - \$123,302

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