



## Careers

### Airport Human Resources Advisor (Part-time)

Join our dynamic team at the City of Kelowna - Kelowna International Airport and help us strive to be an *Airport of the Future!* Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Long-term growth leads to business success — and here at Kelowna International Airport we welcome team members who can help push our vision forward.

We're currently searching for an experienced Human Resources (HR) Advisor who will be responsible for providing front line HR generalist consultation, advice, and support. Their role is to work both tactically and strategically with clients to build capability, implement HR systems and programs, and ensure that teams are working optimally. The HR Advisor provides support by coordinating and advising on a variety of human resource functions and related operations, including but not limited to collective agreement interpretation and advice, occupational health and safety support, full cycle recruitment, training and development, change management, employee relations, and administrative support. The HR Advisor works with a high degree of independence. They interpret client needs, assess requirements, and identify solutions, through consultation, with the Airport Human Resources and Occupational Health Manager.

You have a post-secondary diploma in Human Resources Management or related discipline and a minimum of three (3) years' directly related generalist experience. An acceptable combination of education and experience may be considered. Broad HR experience in a variety of HR disciplines, which may include occupational health and safety, compensation and benefits, organizational development, HR process, inclusion and diversity, employment law, talent management, performance management, and employee relations is key. A valid BC Driver's License and a satisfactory Driver's Abstract, and the ability to obtain and maintain a Restricted Area Identification Card (RAIC) are required. Experience working in a unionized environment is preferred.

Key skills include business acumen, together with the ability to appropriately align HR solutions, products and services to meet customer and business needs; ability to use HR data to generate alternatives and support the business in making decisions; knowledge of HR best practices and employment legislation; collaborative approach to building effective working relationships; high degree of flexibility to adapt to and effectively manage diverse priorities; strong customer service orientation, interpersonal and conflict management skills; and ability to handle sensitive and complex situations with sound judgment, tact and discretion;

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via Kelowna International Airport. Grow your career in an organization that supports employee work-life balance and career and professional development. This .5 FTE exempt position offers a salary range of \$84,000 – \$98,000 and 14% pay in lieu of benefits.

**For the full position description and to apply online visit [kelowna.ca/careers](https://kelowna.ca/careers)**

**Applications will be accepted until April 21, 2025**