

DEPARTMENT:	Human Resources	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$89,009 to \$98,166 annually plus comprehensive benefits package (2024 rates)

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision. The City of New Westminster has earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Reporting to the Manager, Payroll & Benefits, the HRIS Specialist will lead and maintain systems and document enhancements from start to finish from data collection to implementation, while providing training to ensure proper use of systems. This position will also develop standard and ad hoc reports for the HR department and the organization. The HRIS Specialist will provide day-to-day advice, guidance, front-line support, and direction to system users. This role is forward looking and regularly assesses the current and future technology needs of the HR department.

What you have:

- Diploma or post-secondary degree in Human Resource Management, Business Administration, Information Systems or a related discipline.
- Sound experience related to HRIS in a complex unionized environment, or equivalent combination of education and experience may be considered.
- Municipal or public sector experience are assets.
- Knowledge of practices and techniques related to HRIS and benefits administration.
- Sound knowledge and understanding of human resources and payroll management principles from a system support perspective.
- Ability to work under general direction and use sound independent judgement in adapting and applying procedures to address and solve unusual or problem situations.
- Excellent knowledge of provincial and federal legislation, corporate policies and procedures, collective agreements, benefit and pension plan information.
- Demonstrated ability to act with professionalism, diplomacy and maintain confidentiality.
- Planning and coordination skills to effectively maintain systems, produce system-based reports, and coordinate administrative activities.
- Strong analytical, problem-solving and decision-making skills to troubleshoot data anomalies, to anticipate, identify and make recommendations to resolve issues and improvements in systems and processes, including the ability to analyze business needs and provide strategic input.
- Ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or highly sensitive.
- Proficient in Microsoft Office, Enterprise Resource Planning (ERP), and other related HR/Payroll systems.
- JD Edwards knowledge and experience would be an asset.
- Self-motivated with good technical HR\Payroll systems knowledge and critical thinking skills.
- Ability to maintain and exercise a high degree of discretion and confidentiality.

What we offer:

- Work-life balance – 37.5 hour work week including a hybrid of remote and in-office days, vacation, secondary leave, and an optional compressed day off program
- Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development program

Apply online with your **cover letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **May 27, 2025**

*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 Westminster is on the unceded and unsundered 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 legally entitled to work in Canada.*