



Position Title: Lead HR Advisor, Talent Acquisition

Position Status: Full-Time Regular

Department: Human Resources & Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually)

Our Human Resources & Corporate Services Department is seeking a Lead HR Advisor, Talent Acquisition who will perform a key leadership role in our recruitment and workforce planning strategies, processes, and initiatives. You will lead a team of HR Advisors to work as strategic partners with our hiring managers to attract top talent that will result in critical hires and the achievement of our organization's goals.

You are passionate about recruitment, skilled at developing strong relationships, and have the skills to navigate a complex unionized organization. You bring demonstrated knowledge and experience in human resources with expertise in recruiting at all levels of the organization. You are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all.

The Lead HR Advisor, Talent Acquisition reports to the Division Manager, HR Talent Management & Organization Development.

This role:

- Leads the Talent Acquisition team within the Human Resources department, including a team of Advisors. Responsible for managing a client portfolio and leads the talent acquisition strategy, processes and initiatives and provides related leadership, guidance and support to staff within the HR department and the larger organization.
- Leads the analysis and evaluation of talent acquisition initiatives; considers the use of resources and weighs short-term versus long-term benefits of various initiatives and makes recommendations for priorities. Ensures the talent acquisition process is aligned with strategic and workforce planning and that the strategic talent goals of the organization are met. Manages the employee exit interview process and reports on trends.
- Responsible for TA program budget preparation, reporting, resource allocations and work plans. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Explains variances, sets milestones and justifies expenditures. Contributes to departmental long range plans.

- Supervises and guides HR Advisors and makes recommendations to hiring managers across the talent acquisition lifecycle including job analysis; proactive sourcing; strategic advertising; interview processes and guides; candidate assessment; and employment offer and regret processes. Coaches and provides hiring managers with tools to conduct recruitment processes independently where possible.
- Supports managers and employees and provides guidance to HR Advisors working to resolve issues related to talent acquisition. Intervenes in matters formally or informally depending on the nature, severity or ongoing nature of the conflict. Provides coaching to staff and/or employees regarding interview feedback.
- Considers collective agreement and employment law provisions to provide interpretation and advice on recruitment processes to hiring managers; coaches and mentors HR Advisors on collective agreement and employment law provisions, ensuring selection criteria is based on job requirements and complies with collective agreements, relevant statutes and employment legislation. In consultation with Employee and Labour Relations, represents the Employer through the various stages of the grievance process for Talent Acquisition related matters, including meeting with the CAO and representing the Employer at arbitration.
- Responsible for managing the Employer Branding program to ensure a positive impact on talent attraction and acquisition. Responsible for analysis and evaluation of current brand initiatives and making recommendations to build the brand through various mediums. Responsible for developing external partnerships to promote the organization's brand and executing strategic advertising campaigns.
- Responsible for managing and supervising a variety of outreach activities and programs related to building strategic talent pools for immediate and projected vacancies. Partners with departments to set talent attraction and acquisition priorities; develops and maintains relationships with educational institutions; plans, coordinates and attends campus events. Develops, shares and implements best practices, processes and tools related to talent outreach.
- Responsible for leading various employee programs such as the Trades Apprenticeship Program. Works with staff throughout the HR department to recommend, create and implement programs and initiatives according to talent acquisition trends.
- Works collaboratively with HR staff to incorporate learnings from Talent Management/Succession Planning initiatives to ensure readiness for future vacancies. Advises managers on hard to fill roles and strategizes to build pools of talent. Develops and facilitates talent acquisition coaching and training with hiring managers to build organizational capacity.
- Works collaboratively to identify the competencies required to progress staff from technical leadership to people leadership. Supports the coaching of hiring managers to identify high potentials and how to support staff with personal development plans.
- Assists work groups, divisions and departments with strategic planning in regards to talent acquisition strategies for hard to fill roles. Relates strategic workforce and recruitment planning back to the Board Strategic Plan and the goals of the utility/function.
- Hires, manages and supervises staff. Monitors team and individual performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff; determines developmental requirements; provides ongoing and timely feedback; and supports the resolution of technical and interpersonal issues staff encounter while doing their work.
- Performs other related duties as required.

To be successful, you have:

- University degree or diploma in Human Resources, Business Administration or other relevant discipline. 7 years recent related experience; or an equivalent combination of training and experience.

- Sound knowledge and applied understanding of human resources management principles with expertise in talent acquisition. Sound knowledge of recruitment and selection methods for bargaining unit and excluded positions.
- Sound knowledge of, and ability to interpret and apply, applicable collective agreements as well as relevant legislation such as the BC Human Rights Code, the Labour Relations Code and the Employment Standards Act.
- Ability to work under broad direction and use significant independent judgment to interpret policies and determine appropriate methodologies for situations where more than one option is possible.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be sensitive or adversarial. Demonstrated skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with sensitive and confidential information.
- Strong capacity for managing workplace conflicts; ability to use leadership and collaboration to resolve challenging issues and effectively deal with disagreements to prevent the escalation of conflict.
- Excellent oral and written communication skills including the ability to effectively listen, persuade others, and resolve problems using a high degree of independent judgment. Strong presentation and coaching skills.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Mature decision making, research and analytical skills including the ability to synthesize issues and explain complex circumstances to various audiences.
- Demonstrated supervisory skills including the ability to mentor, coach and guide direct reports. Strong working knowledge of budgeting and financial management.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.
- 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@metrovanancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovanancouver.org/about-us/careers> to our Careers page where you can submit your application by September 2, 2025.