



Position Title: Employee & Labour Relations Advisor

Position Status: Full-Time Regular

Department: Human Resources

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P3 (\$108,607.20 - \$127,710.87 annually) (2024 wage rates)

Our Human Resources Department is seeking an Employee & Labour Relations Advisor who will support Metro Vancouver by providing advice on collective agreements, corporate policies, job descriptions and evaluation, and applicable jurisprudence and legislation.

You are a labour relations practitioner who has a proven track record of analyzing complex issues, taking a balanced view and recommending pragmatic solutions. Your skill set also includes being able to work with and guide a team of professionals while building consensus on diverse topics and maintaining effective working relationships.

The Employee & Labour Relations Advisor reports to the Lead HR Advisor, Employee & Labour Relations.

This role:

- Acts as a key resource to managers and HR staff for collective agreement interpretation issues, and employee relations guidance and problem solving. Provides employee and labour relations advice on a variety of matters including culpable and non-culpable conduct, performance management, recruitment and selection, attendance and return to work, accommodation, unionized compensation and job evaluation, and corporate changes and re-organizations. Develops and revises corporate policies; manages grievances; participates in standing committee and collective bargaining; and provides input and assistance in determining the employer's position and response to various issues.
- Advises and guides managers in matters of culpable and non-culpable conduct; leads workplace investigations. Liaises with legal counsel in the development of approaches to these matters and recommends actions and discipline in accordance with current jurisprudence.
- May participate in collective bargaining and conducts research on specific proposals; contributes to developing bargaining strategies, contract proposals, Letter of Understandings and Memorandum of Agreements.

- Analyzes and interprets union proposals and considers implications including financial consequences; conducts research and consults internal and external resources. Participates in and provides advice on matters raised at standing committee and assists in determining the employer's response.
- Acts as a key resource for management in responding to and resolving grievances including presenting the employer's case to senior management as required; drafts Employer grievances responses and is able to act as the instructing witness at arbitration hearings as required. May be required to represent Metro Vancouver or assist with processes at the BC Labour Board. Negotiates and drafts grievance settlements and letters of agreement.
- Provides advice for developing new or revised job classifications and position descriptions for bargaining unit positions. Consults with managers and writes duty, qualification and experience statements that clearly and accurately capture the role. Provides recommendations on rates of pay that align with comparable positions. Negotiates with the union to come to agreement on position descriptions and compensation.
- Works collaboratively with team members to research and inform managers of changes in arbitral jurisprudence and labour relations approaches to workplace issues; delivers and assists with developing training on relevant labour relations topics.
- Conducts research and analysis on a variety of policy and human resources matters and makes informed recommendations to support strategic and operational decision making. Provides input on the creation of or revision of policies, and items for discussion at standing committee or for bargaining.
- Explains difficult concepts to managers and HR team members regarding collective agreement interpretation, process, or policy interpretation; effectively gains consensus and ensures consistency in the application of agreements and policies.
- Provides guidance to staff on difficult or problem situations.
- Keeps current on applicable laws, statutes and acts associated with the scope of responsibilities.
- Performs other related duties as required.

To be successful, you have:

- 5-7 years of recent, related progressive experience supplemented by a university degree in commerce, psychology, human resources or other relevant field and considerable experience working in a complex, multi-union environment; or an equivalent combination of training and experience.
- Designation as a Certified Human Resources Professional is an asset.
- Sound knowledge and ability to interpret and apply relevant legislation, statutes and acts such as the Labour Relations Code, Employment Standards Act, and the Human Rights Code.
- Sound knowledge and understanding of human resources management principles with expertise in labour relations including the application of employee discipline and grievance process handling.
- Demonstrated and applied knowledge of recruitment and selection methods for bargaining unit and excluded positions. Sound knowledge of evaluation and classification methods for bargaining unit staff. Ability to advise on complex compensation matters and defend recommendations.
- Ability to work under broad direction and use significant independent judgment to problem solve and interpret policy and collective agreements when more than one option is possible. Ability to identify opportunities to address emerging needs.
- Excellent oral and written communication skills, including the ability to effectively listen, persuade others, and support the resolution of problems. Ability to guide managers on having difficult conversations with employees

and delivers unwelcome information with a high degree of professionalism. Excellent business writing skills including the ability to write complex correspondence regarding discipline and grievances.

- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be highly sensitive and sometimes adversarial; strong relationship building and skills and a demonstrated ability to work in a team oriented work environment. Ability to effectively deal with disagreements and prevent the escalation of conflict; ability to manage and respond effectively to emotional triggers in self and others and promotes collaborative working relationships.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Practical knowledge of a complex human resources information system such as PeopleSoft.
- Proficiency using Microsoft office programs, including Word, Excel, and Outlook.
- 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 February 2, 2026.