
HUMAN RESOURCES BUSINESS PARTNER

DEPARTMENT:	Human Resources	STATUS:	1 Regular Full Time 1 Temporary Full Time (up to 18 months)
NO. OF POSITIONS:	Two	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$121,744 to \$134,248 annually (2024 rates; 2026 rates are pending) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are looking for two professional HR generalists to join our passionate team! You will work in collaboration with department managers, staff, and union representatives to foster a positive working environment while promoting a culture of service, respect and engagement.

Reporting to the Deputy Director, HR Employee Services, you will work in partnership with other HR team members to develop, support and deliver progressive and inclusive human resources programs and initiatives.

What you have:

- Post-secondary degree in Human Resources or a related discipline.
- Considerable experience in progressively more senior HR generalist roles within a unionized environment.
- A CPHR designation and municipal or public sector experience are assets.
- Excellent knowledge of standard HR policies and practices, collective agreements, and related employment legislation.
- Proficiency with Microsoft Office and HR information systems.
- Experience and expertise in employee and labour relations, performance development, attendance, and ability management, full-cycle recruitment, job evaluation, and policy and program development are necessary in providing HR guidance and support to the various City departments.
- Experience in developing and implementing training and development, diversity and inclusion, and/or employee engagement programs would be assets.
- Demonstrated leadership skills, strong analytical and problem-solving capabilities, superior communication and interpersonal skills, and the ability to effectively manage and prioritize multiple demands.
- Possess diplomacy and tact required to deal effectively with staff, management, unions, and City Council while building lasting relationships.
- Strong organizational and time management skills to effectively deliver HR expertise and services to diverse clients.
- Initiative and the drive to innovate and continually evaluate and improve HR programs and services.
- Demonstrated ability to work both independently and within a team environment.
- Ability to maintain and exercise a high degree of discretion and confidentiality.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Please be advised that we are looking to fill a regular full time position and a temporary full time position to provide coverage for up to 18 months.

Apply online with your cover letter and resume in one document at www.newwestcity.ca/employment

This competition will remain open until the position is filled.

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.