
Deputy Director, Human Resources Strategic Services

DEPARTMENT:	Human Resources	STATUS:	Regular Full Time
NO. OF POSITIONS:	1	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$157,591 to \$173,792 annually (2024 rates) + comprehensive benefits package - (2026 rates pending)

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.

Reporting to the Director, Human Resources, the Deputy Director, HR Strategic Services plays a key leadership role in advancing the City's people strategies and fostering a healthy, inclusive, and high-performing workplace.

This position oversees the effective delivery of strategic HR programs and services, including:

- Learning and Development
- Diversity, Equity, Inclusion, and Anti-Racism (DEIAR)
- Employee Health, Safety, and Wellness
- Employee Engagement and Recognition
- Performance Management
- Succession Planning
- HR Budget Management

The Deputy Director provides strategic leadership to a specialized team including the Learning and Development Manager; Diversity, Inclusion, Equity, and Anti-Racism (DEIAR) Manager; and Health, Safety, and Wellness Manager, while ensuring alignment with the City's strategic goals and values.

Key Responsibilities

- Lead the design and delivery of comprehensive staff learning and leadership development and training programs.
- Champion DEIAR initiatives that foster a respectful, equitable, and inclusive workplace.
- Oversee employee health, safety, and wellness programs to support a physically and psychologically healthy organization.
- Guide the development and implementation of employee engagement and recognition programs that enhance organizational culture, as well as performance management programs.
- Manage succession planning processes to ensure leadership continuity and workforce readiness.
- Provide mentorship and direction to a multidisciplinary HR team, fostering collaboration and growth.
- Partner with the Director, Human Resources and Deputy Director, HR Employee Services to design and implement strategic HR initiatives aligned with corporate priorities.
- Oversee the development and maintenance of HR policies, procedures, and programs that ensure compliance with legislation and best practices.
- Monitor HR metrics, analyze trends, and prepare reports to inform senior leadership decisions.
- Support the management of the HR operating budget, ensuring responsible financial planning and resource allocation.
- Act on behalf of the Director, Human Resources as required, and perform other related duties.

Qualifications

- Bachelor's degree in Human Resources, Organizational Development, or a related field (Master's degree preferred).
- Certified Human Resources Professional (CHRP) or equivalent designation(s).
- Minimum of 7 years of progressive HR experience, including at least 3 years in a senior or strategic leadership capacity.
- Demonstrated experience in learning and development, diversity and inclusion, employee wellness, return to work initiatives, health and safety programs, HR policy development, and budget management.
- Strong understanding of strategic HR principles, organizational development, and public sector practices.
- Proven ability to develop and implement innovative HR programs that support employee engagement and organizational success.
- Exceptional communication, facilitation, and coaching skills.
- Strong analytical, strategic thinking, and problem-solving abilities.
- Demonstrated integrity, professionalism, and commitment to confidentiality.

Core Competencies

- Leadership: Inspires and motivates others to achieve excellence.
- Strategic Thinking: Aligns HR strategies with organizational goals.
- Communication: Communicates clearly, respectfully, and effectively with diverse audiences.
- Relationship Building: Cultivates positive, collaborative working relationships.
- Innovation: Promotes continuous improvement and drives change.
- Financial Acumen: Manages budgets effectively and aligns resources strategically.
- Adaptability: Responds proactively to change and evolving priorities.

Please apply with your **cover letter and resume** in one document at www.newwestcity.ca/employment by **April 17, 2026**.

*Internal City of New Westminster candidates - please submit your application directly to the Director of HR.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

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.*