



Shape a place  
where people  
want to be

**Position Title:** Senior 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 P3A (\$123,587.51 - \$145,395.95 annually) (2024 wage rates)

**Our Human Resources Department is seeking a Senior Employee & Labour Relations Advisor who will provide expert Employee and Labour Relations support to the organization on complex workplace matters in compliance with collective agreements and legislation. Conducts investigations and advises on grievance handling, discipline, conflict resolution, and collective bargaining ensuring consistent application of corporate policies and Labor Relations best practices. Contributes to organizational effectiveness through training, policy development and continuous improvement and supports compensation and classification processes.**

**You are a relationship focused and solutions oriented professional who enjoys navigating complex workplace issues and helping parties find practical, sustainable outcomes. You approach difficult conversations with professionalism, respect, and are comfortable balancing competing interests while maintaining organizational objectives and positive labour management relationships. You bring a strong combination of sound judgment, analytical thinking and relationship building capabilities.**

**The Senior Employee & Labour Relations Advisor reports to the Division Manager, Employee & Labour Relations.**

**This role:**

- Provides support to clients and HR staff on all matters pertaining to employee and labour relations. Responsible for a client portfolio and provides support and guidance for more complex files, responding to questions from Employee and Labour Relations Advisors, HR staff, employees and unions on labour/employment relations issues. Ensures advice and guidance is compliant with collective agreement, contractual and legislative requirements.
- Explains concepts and rationale for recommendations 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.
- Advises and guides managers in matters of culpable and non-culpable conduct; conducts workplace investigations including developing questionnaires for interviews. Liaises with legal counsel in the development of approaches to these matters and recommends actions and discipline in accordance with current jurisprudence.

- Supports and contributes to administrative items relating to the Employee & Labour Relations program such as budget preparation, reporting, resource allocations and work plans as required. Contributes to departmental long range plans and brings forward recommendations for continuous improvement and building team and organizational knowledge and capacity.
- Advises and supports managers in responding to and resolving grievances up to and including arbitrations; conducts investigations, makes recommendations on discipline and resolutions to grievances.
- Develops and amends training materials on related topics such as collective agreement interpretation, performance management, progressive discipline, estoppel/past practice, accommodation and disability management. Communicates with staff and unions regarding any updates; conducts training as required.
- Reviews relevant processes and policies, making recommendations related to efficiencies and enhancements to policies and processes considering best practices and legislative requirements.
- Participates in collective bargaining and acts as an advisor to the employer's bargaining committee; contributes to developing bargaining strategies, contract proposals, Letter of Understandings and Memorandum of Agreements.
- Works closely with the Return to Work team to assist with and provide labour relations advice on accommodation and return to work issues.
- Advises managers and employees on compensation and classification matters; develops and updates classification and position descriptions; writes duty, qualification and experience statements that clearly and accurately capture the role. Recommends rates of pay that align with comparable positions. Negotiates with the union to come to agreement on position descriptions and compensation.
- Keeps current on applicable laws, statutes and acts associated with the scope of responsibilities.
- Mentors and provides advice to employee and labour relations staff and contribute to fostering positive inter-team dynamics within the Human Resources department.
- Performs other related duties as required.

**To be successful, you have:**

- University degree or diploma in Human Resources or a related field supplemented by training/courses in labour relations. 7 years of recent related experience; or an equivalent combination of training and experience.
- Designation as a Certified Human Resources Professional is preferred.
- Sound knowledge of, and ability to interpret and apply, applicable collective agreements as well as relevant legislation and acts such as the BC Human Rights Code, the Labour Relations Code and the Employment Standards Act.
- Sound knowledge and understanding of human resources management principles with expertise in labour relations including the application of employee discipline and grievance process handling.
- 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 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. Excellent business writing skills including the ability to write complex correspondence regarding discipline and grievances.
- Sound knowledge of evaluation and classification methods for bargaining unit and excluded staff. Ability to advise on complex compensation matters and defend recommendations.
- Advanced decision making, research and analytical skills including the ability to synthesize issues and explain complex circumstances to various audiences.
- Demonstrated ability to mentor, influence and guide staff where there is no formal reporting relationship.
- 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@metrovancover.org](mailto: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 June 30, 2026.*