



HUMAN RESOURCES ADVISOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a highly organized, collaborative Human Resources professional with strong communications skills to assume the duties of Human Resources Advisor.

Position Summary:

The Human Resources Advisor provides a broad range of advisory services in employee and labour relations, workplace investigations, talent management, disability and attendance management, health and safety, and HR program development. The position works with managers and employees to support the consistent application of legislation, collective agreements, policies, and organizational practices while providing practical solutions to workplace issues.

Key Responsibilities:

- Provide advice and support on employee and labour relations matters, including performance management, attendance, workplace conduct, conflict resolution, and policy interpretation.
- Support grievance administration, dispute resolution, collective agreement interpretation, and labour relations documentation.
- Conduct or support workplace investigations, interviews, fact-finding, case documentation, and workplace restoration activities.
- Assist with compensation research, employee development, succession planning, retention initiatives, and HR programs.
- Analyze HRIS data and support reporting, workforce analysis, surveys, metrics, benchmarking, and project-based work.
- Identify organizational training needs and recommend learning options and service providers.
- Provide guidance on occupational health and safety requirements, policies, and safe work practices.
- Support disability management, workplace accommodation, return-to-work, and attendance management processes.
- Assess workplace issues, identify risks, provide practical recommendations, and escalate complex or precedent-setting matters when required.

Our Ideal Candidate:

- Diploma or degree in Human Resource Management, Occupational Health and Safety, or a related discipline.
- Five years of recent and progressively responsible related experience in a unionized setting.
- CPHR designation, or progress toward designation, is preferred. Related safety, disability management, or investigation training is an asset.
- Valid Class 5 BC Driver's Licence and satisfactory Police Information Check.
- Working knowledge of labour and employment legislation, human rights, occupational health and safety, WorkSafeBC, disability management, and accommodation principles.
- Ability to interpret collective agreements, legislation, policies, and procedures.
- Strong interviewing, analytical, research, writing, communication, consultation, and conflict-resolution skills.
- Sound judgment, diplomacy, discretion, organization, and the ability to manage competing priorities.
- Proficiency with Microsoft Office, HRIS, case management, and reporting applications.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-51E | Opens October 22, 2026 | Closes November 23, 2026
Full Time – Permanent | Exempt | 35 hrs/wk | Benefits | Municipal Pension Plan
2027 Salary Range \$95,209 - \$111,381 (Pay Grade PT2)