HR Services Manager

Job Requisition	JR-2026-299 HR Services Manager (Open)
Job Family	Exempt
Start Date	2026-10-28
End Date	2026-11-20
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/HR-Services-Manager_JR-2026-299

Description

Application Closing Date:

Nov 20, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

$115,112.13 - $135,425.30

The City of Vernon is looking for an experienced and collaborative HR Services Manager to join our team.

Reporting to the Interim Director, HR Services, the HR Services Manager provides leadership and oversight of day-to-day HR Services and supports the organization in attracting, developing and retaining a skilled and engaged workforce.

This role is a key partner to leaders across the organization, providing practical, timely and solutions-focused advice while ensuring responsive, high-quality service to stakeholders.

What You'll Do:

- Lead and support the delivery of day-to-day HR Services across the organization.
- Provide advice and coaching to leaders on employee and labour relations, performance management, workplace matters, policy and HR Services practices.
- Lead and support labour and employee relations activities, including investigations, grievance management and collective agreement administration.
- Develop, review and implement HR Services policies, procedures and programs that support organizational priorities, promote consistent practices and ensure legislative compliance.
- Support workforce planning, organizational change, talent management and employee engagement initiatives.
- Provide leadership, coaching and direction to HR Services staff, fostering accountability, collaboration and a high-performing, service-focused team.
- Support HR Services budgeting, including monitoring expenditures and identifying opportunities to improve efficiency and value.
- Identify opportunities to improve HR Services processes, systems, automation and service delivery.
- Build strong partnerships with leaders, employees and stakeholders, delivering responsive, customer-focused HR Services.
- Partner with leaders and employees to promote a respectful, inclusive and positive workplace culture.
- Support the Interim Director, HR Services with strategic initiatives, organizational projects

and emerging people priorities.
- Ensure practices are consistent, legislatively compliant and aligned with City policies and values.

What You Bring:

- A degree or diploma in Human Resources, Business Administration or a related discipline.
- A Chartered Professional Human Resources (CPHR) designation.
- Five years of progressively responsible HR Services experience, including at least three years of management or supervisory experience leading, coaching or developing staff.
- Experience providing HR Service advice to leaders and managing complex employee and labour relations matters, including collective bargaining, investigations, and performance management.
- Experience developing, reviewing and implementing policies, procedures and HR Services programs.
- Demonstrated financial and business acumen.
- Strong knowledge of employment legislation, HR Services best practices and policy development.
- Excellent communication, relationship-building, problem-solving and conflict-resolution skills.
- A customer-focused approach, with a demonstrated ability to deliver responsive, practical and solutions-oriented service to stakeholders.
- Strong project management and HRIS/HCM systems implementation and experience; Workday experience is an asset.
- Experience working in a unionized or public-sector environment is an asset.
- An equivalent combination of education, training and experience may be considered.

To Apply:
Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Human Resources Division