

HUMAN RESOURCES ADVISOR

(FULL-TIME)

Competition #2025-40

October 9, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in its eight electoral areas and six-member municipalities. Stretching from Abbotsford to Boston Bar, the FVRD offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included.

We have an exciting opportunity for an energetic and self-motivated individual with excellent organizational and interpersonal skills to fill the position of Human Resources Advisor. Under the direction of the Manager of Human Resources and Safety Services, you will work as part of a team and be responsible for providing excellent customer service. A typical week at the FVRD could see you assisting with recruiting the ideal candidates to work for us; providing advice and support to our Occupational Health and Safety program; assisting with disability management; developing, interpreting, assisting, and advising on policies and procedures, labour and employment legislation and regulations, and Collective Agreement administration. The ability to work in a fast-paced and changing environment and strong analytical and problem-solving skills will be an asset.

The ideal candidate will possess:

- » Post-Secondary education in Human Resources Management, Public Administration, Business Administration or related discipline or an equivalent combination of related training and experience;
- » Chartered Professional in Human Resources (CPHR), or working toward the CPHR designation;
- » A minimum of three years of progressive Human Resources experience preferably in a local government setting;
- » Working knowledge of all legislation and regulatory systems that apply to this position;
- » Excellent computer skills, with a high level of proficiency with Microsoft Office Suite, and the ability to learn new software quickly;
- » Excellent written communications skills which include the ability to write clearly and concisely;
- » A high degree of integrity, diplomacy, discretion and confidentiality;
- » Demonstrated ability to handle a complex and varied workload, often under pressure; and
- » Ability to work independently, and exercise good judgement.

Grow your career with us in a supportive, collaborative, team-based environment. We offer an earned-days-off program, onsite wellness supports including gym, and strong commitment to lifelong learning through training and professional development opportunities. This exempt position has an annual salary range of \$92,108 to \$105,750 plus a comprehensive benefits package.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit **www.fvrd.ca/careers** to apply for this competition by 4:30 p.m. on October 17, 2025.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.