

HUMAN RESOURCES ADVISOR Competition #2019-21

We are the third largest regional district in BC and deliver over 100 services to six municipalities and eight electoral areas. Our region covers more than 13,000 km² stretching from the City of Abbotsford to Boston Bar. In short, we have a little bit of everything. If you have a passion for working with people and providing excellent customer service, then you should check us out.

We have an exciting and challenging opportunity for an energetic and self-motivated Human Resources generalist with excellent organizational and interpersonal skills to fill the position of Human Resources Advisor. Reporting to the Manager of Human Resources and Safety Services, a typical week at the FVRD could see you assisting with recruiting the ideal candidates to work for us; helping our staff with all aspects of their employee benefits; administering our Occupational Health and Safety program; assisting with disability management; developing policies and procedures; providing interpretation, assistance and advice on policies and procedures, labour and employment legislation and regulations, and Collective Agreement administration. Working in a fast paced dynamic and changing environment your strong analytical and problem solving skills will be an asset.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff. If you have a positive, can-do attitude and a keen sense of humour, you will fit right in.

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 towards the CPHR designation;
- A minimum of three (3) years of progressive Human Resources experience preferably in a local government setting;
- Working knowledge of all legislation and regulatory regimes which are applicable 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 in a flexible manner, often under pressure;
- Ability to work independently, and exercise good judgement.

The salary for this full-time exempt position is commensurate with experience and is supplemented by a comprehensive and competitive benefit package. For more information about the FVRD, please visit our website at www.fvrd.ca.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote Competition #2019-21 and send, in confidence, by 4:30 p.m. on May 20, 2019 to:

jobs@fvrd.ca or mail to:

Fraser Valley Regional District
Human Resources Department
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

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