



# PERMANENT FULL-TIME HUMAN RESOURCES ADVISOR (2)

(Competition 24-01)

## Position Overview

The City of Nanaimo is seeking two permanent full-time Human Resources Advisors. Reporting to the Manager, Human Resources, the HR Advisors combines a generalist human resources role with specialist responsibilities in a defined area. Working collaboratively in a team of four HR Advisors, they will provide services in a variety of programs and activities related to human resources. The primary focus of these positions is to provide human resources support in numerous areas including recruitment, labour and employee relations, job evaluation, disability management, and HR projects. The incumbents are expected to ensure that practices are consistent and comply with legislation, collective agreements, and administrative policies and procedures.

The HR Advisors exercise specialist responsibilities by taking a lead role in the administration of a defined function (i.e. recruitment, job evaluation, employee relations), in a manner that meets the current and future needs of the organization. The City of Nanaimo is currently looking for candidates to fill the employee relations and recruitment specialty functions, therefore candidates are encouraged to note their preference in their cover letter.

## Qualifications

Applicants must have a diploma in Human Resources or Business Administration and 5 years' related experience in Human Resources in a unionized environment. An acceptable equivalent combination of education and experience may be considered.

## Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with a salary range of \$95,540.41 to \$101,638.73 as well as a competitive benefits package. Relocation assistance may be provided to the successful applicant.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 24-01 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

## Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

### Posting Date

Friday, January 5, 2024

### Application Deadline

Monday, January 29, 2024  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
Fax: (250) 755-4449

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest.

Only those legally entitled to work in Canada will be considered.