



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Human Resources Advisor
Status:	Permanent Full-Time
Work Area:	Human Resources
Posting Date:	October 15, 2026
Closing Date:	October 29, 2026

GENERAL SUMMARY

Reporting to the Director of Human Resources, the Human Resources Advisor is a well-rounded generalist providing strategic and operational activities aimed at maintaining effective employee and labour relations. The Human Resources Advisor is responsible for the delivery of the full suite of human resources services.

Key Responsibilities:

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Provide advice, guidance and support to employees and managers regarding workplace issues, relevant legislation and collective agreements.
- Research, design, recommend, and participate in recruitment, retention, succession planning, compensation, and benefits programs.
- Maintain integrity of compensation plan, using the District's job evaluation system and best practices in new job creation and reclassifications.
- Liaise with managers regarding employees' professional development during the year.
- Create, refresh, and deliver programs such as onboarding, training, and recognition.
- Support the Director in collective bargaining preparation, negotiations, committee work, drafting of the new agreements, training of managers on the new agreement, and implementation.
- Develop and maintain annotated collective agreement/resolution database.
- Lead discussions with Union at level one and level two grievance meetings.
- Assist Director with legal, grievance, and WorkSafe file management and responses.
- Enhance and maintain attendance management, return-to-work, OH&S and related programs, and monitor to ensure these are operating effectively, legally, and represent industry best practices.
- Conduct investigations and facilitate dispute resolution when conflict occurs in the workplace.
- Research, develop, recommend, and implement various Human Resources policies and procedures.
- Respond to day-to-day inquiries from managers and employees.

Required Knowledge, Skills & Abilities

- Thorough knowledge of full-cycle Human Resources competencies including but not limited to recruiting, performance management, compensation and benefits, health and safety, organizational design, labour relations, and employee development/training.
- Intermediate to advanced knowledge of Microsoft Office including MS Word, Excel, Outlook, and PowerPoint.
- Strong communication skills, including the ability to present publicly and facilitate corporate training.
- Excellent Interpersonal skills, professional demeanor, and demonstrated ability to maintain absolute confidentiality.
- Excellent organizational skills including the ability to prioritize workload and meet deadlines with competing demands.
- Research and analytical skills and aptitude.
- Ability to interpret and apply legislation, regulations, policies and best practices that govern employment in the Province of British Columbia.



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Required Training, Education and Experience

- Post -Secondary Degree (in Human Resources or a related field)
 - Experience in a unionized environment building and maintaining relationships with union leaders, preferably in a public sector environment.
 - A minimum of five (5) years Human Resources and labour relations generalist experience
 - CPHR designation an asset
- OR
- An equivalent combination of education, training and experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule.

Salary: Salary range: \$103,05.42 - \$114,071.89, as well as a comprehensive benefits package.

This is an exempt position and is excluded from Union membership.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-108** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.