

Manager, Human Resources

Band 3

Salary range: \$88, 700.23 - \$125, 700.07 annually

Regular Full-Time

Victoria or Vancouver, BC

Are you a Human Resources (HR) professional that is eager to work in an environment that is growing, dynamic, and where you can help drive meaningful change?

The Office of the Police Complaint Commissioner (OPCC) is a civilian, independent office of the Legislature which oversees and monitors complaints and investigations involving municipal police in British Columbia and is responsible for the administration of discipline and proceedings under the *Police Act*. Conducting oversight of *Police Act* investigations and discipline proceedings can be complex with a high degree of responsibility due to the seriousness or high-profile nature of the allegations.

The OPCC is currently seeking a Manager HR to support our mandate of accountability, professionalism, and fairness through comprehensive HR support. We offer a supportive and inclusive work environment of continuous learning. If you are dedicated, principled and committed to building and contributing to a strong culture and your values align with those of the OPCC, this may be an excellent fit for you.

Reporting to the Executive Director, Business Strategies and Communications, the Manager, HR, provides informed and trusted advice, interpretation and consultation services on a broad and diverse range of HR functions, services and policies.

Qualifications

This position will be of interest to applicants who demonstrate the following:

Required Qualifications:

Education

- A post-secondary degree in human resource management, public administration, business administration or a related field.

Experience

At least five years recent (within the last eight years) work experience in the areas of:

- providing HR expertise and strategic advice to managers and executives,
- HR services, including recruitment and selection, job profile development, learning and development, performance management, interpreting and applying policies and procedures, labour/employee relations, disability case management and occupational safety and health,
- managing and developing employees,
- managing complex and sensitive issues with tact, diplomacy and sound judgement.

In addition to the five years' experience noted above, candidates must have:

- Experience with conflict resolution.
- Experience applying employment laws.

Preferred Qualifications:

- MBA or Masters in a relevant HR program.
- A Chartered Professional in Human Resources (CPHR) designation.
- Relevant experience working in the BC Public Service.

Complete qualifications, including competencies, are outlined in the job profile.

This posting is for one permanent full-time position. An eligibility list for similar temporary or permanent future opportunities may be established. Temporary positions may become full or part-time, permanent status. This position is excluded from union membership. Travel may be required.

This position is available in Victoria or Vancouver, BC., and supports hybrid work arrangements with a formal telework agreement where possible and appropriate.

Financial assistance may be offered as part of the total compensation package for successful candidate(s) that must relocate to Victoria or Vancouver. Relocation allowances will be in accordance with the [information here](#).

The OPCC seeks to foster an inclusive work environment that values diversity, equity, inclusivity and respect. It is our goal to have a workforce that reflects the British Columbians we serve. To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression

(LGBTQ2S+), and others who may contribute to diversity in the BC Public Service. Qualified applicants from under-represented groups are encouraged to apply.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

TO APPLY:

Your application package must be in Word or PDF format and submitted by email to EHintz@bcombudsperson.ca, quoting the competition number 121279 in the subject line.

To apply for this position, you must submit a complete application package, which includes:

- 1) Your resume
- 2) A completed Employment Application Form

Your application package must **clearly** demonstrate how your education and experience meet the position requirements and preferred qualifications. You must identify which positions you are relying upon to meet the criteria of relevant experience and how the position meets those criteria. In describing your education and experience, please pay particular attention to the job profile, including the competencies and qualifications. The OPCC recognizes unique styles, perspectives, beliefs and creativity that support a diverse, respectful, inclusive and collaborative work environment. Please note that any submitted documentation beyond the required application package contents outlined above will not be considered and will be removed from your application.

Following the instructions above, only those applications received by **12:00 pm PT (noon) on Tuesday, October 7th, 2025**, will be considered. Incomplete applications or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process. Your resume and Employment Application Form may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective and clear manner. Candidates may be required to complete a written assignment or other assessment(s) as part of the selection process.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the

federal *Immigration Act*. For further information, please refer to the [BC Public Service website](#).

NOTE: If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). Education credentials will be subject to verification before an offer of employment is made and will be requested if required.

If you have questions related to the application process, please email the HR team at EHintz@bcombudsperson.ca, quoting the competition number **121279** in the subject line.

By submitting your application, you confirm that you have worked on it independently and you have not used AI technology or paraphrasing technology to prepare it.

Competition Req #: **121279**
Closing Date: **12:00 pm (noon) PT, October 7th, 2025**

Office of the Police Complaint Commissioner

Effective and accessible civilian oversight that builds trust in police accountability.

www.opcc.bc.ca