



**YYJ**

VICTORIA  
INTERNATIONAL  
AIRPORT

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## JOB POSTING

### Human Resources Generalist

Competition No. #2026-01

Starting Salary Range: \$85,000 - \$100,000

*Victoria International Airport (YYJ) is Vancouver Island's gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the WSÁNEĆ people whose historical relationship to the land continues to this day.*

*YYJ has been recognized as one of BC's Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.*

#### **Career Opportunity:**

At VAA, people are at the heart of everything we do. As we continue to grow and evolve, this newly established **Human Resources (HR) Generalist** role represents a strategic investment in strengthening our people practices, organizational capability, and workplace culture in support of VAA's long-term vision.

Reporting to the Manager, Human Resources, the HR Generalist acts as a trusted advisor and strategic partner to leaders and employees across the organization. Working within a complex, unionized environment, this role supports the full employee lifecycle — including talent acquisition and onboarding, performance and development, total rewards, workforce planning, and employee and labour relations — while advancing a high-performing, inclusive, and values-driven workplace aligned with our commitments to People, Excellence, Integrity, and Community.

This opportunity is well suited to a progressive HR professional who brings sound judgment, strong relationship-building skills, and a proactive, solutions-focused approach to enhancing organizational effectiveness and the employee experience.

#### **Why Join VAA?**

Joining VAA means contributing to an organization that plays a vital role in connecting people, businesses, and communities across the region. As part of our HR team, you will have the opportunity to influence and evolve people practices in a visible and meaningful way, partnering closely with leaders to strengthen culture and capability across the organization.

This newly established role offers both impact and growth — providing exposure to a broad range of strategic HR initiatives within a stable, purpose-driven organization, along with the opportunity for long-term career development.

VAA offers a competitive total compensation package, including a comprehensive suite of employer-paid benefits and participation in a defined benefit pension plan, reflecting our commitment to the long-term wellbeing and financial security of our employees.

## **Requirements:**

### ***Education & Experience:***

- A CPHR designation and a minimum of five (5) years of recent (within the last seven (7) years), related experience\* OR
- A degree in a relevant discipline such as business administration or human resource management and a minimum of three (3) years of recent (within the last five (5) years) related experience\*.

### ***\*Recent, related experience must include:***

- Providing strategic HR partnership and trusted advisory support to leaders across the full employee lifecycle — including talent acquisition, performance and development, total rewards, workforce planning, employee and labour relations — within a complex, unionized environment of comparable scope and size.
- Supporting collective agreement administration, interpreting and applying labour legislation, and contributing to positive union–management relationships.
- Advancing a respectful, inclusive, and high-performing workplace through proactive employee relations strategies, conflict resolution, and coaching that strengthens leadership capability and organizational culture.

### ***Knowledge of:***

- Progressive human resources frameworks, federal employment legislation, and best practices that support a high-performing, inclusive, and values-driven workplace across the full employee lifecycle.
- Evolving workforce trends, challenges, and innovative approaches that strengthen organizational capability and culture.

### ***Skills and abilities:***

- Excellent written and verbal communication, presentation skills, and strong attention to detail.
- Ability to build effective working relationships with diverse stakeholders.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Sound analytical, problem-solving, and judgment skills.
- Proficiency in MS Office and HRIS systems.
- Ability to clearly communicate HR concepts to varied audiences.
- Commitment to confidentiality, privacy, and information security standards.

### ***Other Requirements:***

- Must be eligible to work in Canada.
- Must be willing to work outside normal work schedule to meet operational requirements.

### ***Required Security Clearance:***

- Within six (6) months of hire the successful candidate must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as a condition of employment\*\*

A detailed outline of the role's requirements and responsibilities can be found in the job description on [VAA's website](#).

## VAA Values

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

<b>People</b>	We work as a team, supporting and respecting one another to bring out the best in each of us.
<b>Excellence</b>	We lead in safety, quality, and innovation to create exceptional experiences.
<b>Integrity</b>	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
<b>Community</b>	We foster meaningful relationships through service excellence and responsible stewardship.

## Applications:

Ready to make an impact where people, purpose, and performance take flight? Submit your application today!

Interested applicants may submit their Cover Letter and Resume, quoting Competition **#2026-01**, via this [Link](#). This posting will remain open until filled.

VAA is located on the homelands of the WSÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA is committed to equity, inclusion, and accessibility in our workplace and recruitment practices. We encourage applications from individuals of diverse backgrounds and experiences and will provide accommodation upon request throughout the hiring process. If you require accommodation, please contact [humanresources@yyj.ca](mailto:humanresources@yyj.ca).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description.**

**We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.**

*\*\* The Restricted Area Identification Card (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*