

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**MANAGER – HUMAN RESOURCES****POSITION SUMMARY**

The primary responsibility Manager – Human Resources is to oversee all human resource functions for support staff personnel of the school division, working to align a focus on personnel contributions to the Division's mission and that staffing reflects the diversity of the school division.

They report to the Superintendent with particular responsibilities and work collaboratively with the Superintendents' Team.

DUTIES**Supervision and Staff Development**

Supervise human resources executive assistants and team; guide and approve work, evaluate their performance, and complete written evaluations.

Human Resources

- Works collaboratively with the Superintendents' Team and school administrators to develop support staff projections/requirements which support the program goals and objects of the Seven Oaks School Division.
- Facilitates communication among administrators, supervisors and staff regarding appointments to staff, requests for mobility and leaves of absence.
- Establishes and maintains standard practices around support staff recruitment, on-boarding and off-boarding.
- Plays a key role in progressive discipline and attendance management for support staff.
- Oversees the development and maintenance of support staff job descriptions.
- Develops and maintains staff evaluation systems. Supports Direct Supervisors in administering evaluations and tracks compliance.
- Provides support and guidance to divisional personnel as assigned.

- Participates in appropriate local, provincial, regional, national and/or international organizations which promote the general goals of human resources in public education.
- Ensures that support personnel practices are in comply with provincial statutes and federal law.
- Supervises the development and maintenance of support staff personnel records and manages human resource management systems.
- Assists the Superintendent in collective agreement negotiations with employee groups and oversees the implementation and administration of collective agreements as assigned.
- Performs other duties as assigned.

Education

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- CPHR designation preferred
- Knowledge of accounting software - C.I.M.S.
- Experience in a multi-unionized environment, including grievance and arbitration processes and Collective Agreement administration
- Thorough knowledge of applicable employment and human rights legislation
- Participate in ongoing professional development
- Excellent oral and written communication skills and excellent people skills.

Experience

- 5 to 7 years experience

Physical Demands

- Sitting for long periods of time may be required
- Eye strain in computer work.

Working Conditions

- Need to meet frequent crucial deadlines
- Exposure to noise and frequent interruptions with conflicting demands and deadlines