

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-11**

#88817

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**POSITION TITLE: DIRECTOR, HUMAN RESOURCES****REPORTS TO:** Superintendent/Chief Executive Officer**SUPERVISES:** All Human Resource Staff

JOB SUMMARY: To establish Human Resource planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all human resource matters in the Division.

KEY ACCOUNTABILITIES:

1. To provide short-term and long-range Human Resource planning and advice to the Board and to Senior Administration in an effort to support a positive culture and climate of inclusivity within a diverse workforce.
2. To provide strategic direction and general oversight of all Human Resource matters in the Division and provide input into ensuring that actions taken are aligned with Divisional values as well as the mission and vision of the organization.
3. To create policies and enforce practices that ensure a safe, accommodating, and respectful organizational environment.
4. To provide leadership, direction and guidance to Human Resources staff and to ensure consistent practice across unionized and non-unionized groups.
5. To provide direction and oversight of all collective bargaining and compensation planning for the Division.
6. To ensure a strong talent-management process is in place and is focused on the future in terms of building capacity within the Division.
7. To establish practices that contribute to the continual growth and development of staff as well as practices to address situations where employee performance is not meeting expectation.
8. To provide input, support and collaboration in the implementation of key initiatives to ensure progress towards achievement of strategic priorities.

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9. To monitor human resource expenditures against established budgets to ensure departmental priorities, objectives and obligations are achieved.
10. To develop strong relationships with school-based administrators, other leaders and all staff to ensure connections that contribute to mental health and well-being.
11. To create and implement practices that support, care for and celebrate staff and contribute to staff satisfaction, engagement and retention.
12. To ensure that people, programs, organizational policies and human resource services are aligned, improved and updated to support Division initiatives.
13. To ensure the Division is compliant with all applicable laws, regulations, policies, procedures and directives from the province as they relate to the Human Resources roles and responsibilities.
14. To establish and monitor key performance indicators that demonstrate Human Resource targets are being met.
15. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Business, Human Resources or other related discipline
- Chartered Professional in Human Resources member in good standing
- 10 Years related experience at a senior level including supervisory experience
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

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