

JOB OPPORTUNITY NOTICE

Senior Manager, Human Resource Services PASS Grade 9 \$134,768 to \$151,682

Reporting to the Superintendent of Human Resource Services, the incumbent will lead a dynamic, collaborative, and high-performing team of human resource professionals who are committed to the execution of strategies that advance organizational and employee effectiveness and performance. The incumbent will ensure all services provided by the Human Resource Services Division adhere to best practices and act in accordance with employment and human rights legislation by applying subject expertise and modelling transparency. The incumbent will act as a trusted advisor and facilitator of change with Board trustees, members of Executive Council, school administrators, managers and supervisors.

Duties include, but are not limited to:

- Provide strategic leadership and oversight for the Staffing and Operations, Employee Support and Wellness, Occupational Health and Safety, Professional Development and Labour Relations Departments
- Proactively design and implement innovative human resource solutions that support school administrators, managers and supervisors, and the delivery of instructional programs and/or services to students
- Design and implement a plan to modernize the HR operating and data systems to improve the user experience for employees
- Enact equity and inclusion strategies to safeguard bias-free recruitment and selection processes and develop a workforce reflective of the Hamilton community
- Model respect, trust, and transparency to build and sustain effective working relationships with internal and external stakeholders including union leaders
- Lead the design of local collective bargaining strategies across a diverse range of employee groups
- Utilize data and project management skills to develop and monitor the execution of the Human Resource Services Annual Plan
- Mentor and coach staff to build capacity and enhance professional collaboration within a multi-disciplinary team environment

Qualifications:

- University degree in Human Resources, Industrial Relations or other related discipline
- CHRL / CHRE designation
- Five to seven years of experience in a human resources managerial role in a complex multi-union environment, preferably in the education sector
- Thorough and comprehensive knowledge of employment legislation and emergent issues in public education
- Demonstrated strategic planning, organizational, analytical, problem solving, research, presentation, and consensus building skills
- Excellent communication and presentation skills and proven ability to apply a high degree of mature judgement, initiative and discretion in sensitive matters
- Proven ability and dedication to develop and influence successful collaborations and partnerships with internal and external stakeholders
- Ability to influence and guide system leaders through coaching and development opportunities
- Successful track record of developing and executing effective collective bargaining and equity and inclusion strategies
- Strong change management skills with demonstrated ability to motivate, engage and empower staff

Deadline for submission is 4:00 p.m. on September 27, 2019.

Please apply to: Melanie Kivell, Human Resources Staffing Officer
Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, Ontario L8N 3L1
email: mycareerPASS@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.