



Prairie Valley School Division invites applications for the position of
Superintendent of Human Resources

Prairie Valley School Division is seeking a strategic and innovative leader for the position of Superintendent of Human Resources. The position is responsible for designing, developing and implementing a full range of human resource management and organizational development services across the school division.

The candidate will possess a university degree in Human Resource Management or a Master's Degree in another related human services field. The candidate will have a minimum of five years of progressively senior experience in a corporate human services role. A CPHR designation and/or experience in the PreK-12 sector are assets. For a complete job description visit www.pvsd.ca/careers

With a division office adjacent to the City of Regina, Prairie Valley School Division employs over 1100 personnel and serves 8,500 students in 40 schools in 32 communities in southeastern Saskatchewan.

Key Knowledge, Skills and Abilities

- Knowledge of human resources theory and practice and demonstrated ability to apply on an organization-wide basis.
- Knowledge of labour relations legislation and processes and ability to apply in a business setting.
- Ability to strategize and lead collective bargaining processes.
- Ability to lead change and people to build capacity for sustained improvement system-wide.
- Ability to work in an interdependent team environment, incorporating and providing input from a variety of perspectives and sources.
- Ability to conceptualize, plan, direct and coordinate activities of diverse teams and cross-functional groups.
- Ability to design and deliver small and large group professional development.
- Ability to analyze data, recognize areas of opportunity or concern and develop effective actions.
- Communicate effectively in both verbal and written forms.
- Knowledge of current trends and developments in the PreK-12 education sector is an asset.

Key Responsibilities

- Provide leadership for the Human Services Department establishing clear direction and planning processes, aligning work with system priorities and standards, integrating efforts with other portfolios and supporting a productive and healthy work environment.
- Lead the development, implementation and monitoring of a human resources strategic plan aligned with the division's strategic plan.
- Develop, manage, monitor and report on the human resources and employee relations budgets meeting financial management and accountability standards.

- Develop and implement proactive strategies to recruit, place and retain a diverse group of instructional and non-instructional staff.
- Work with superintendents, supervisors, managers and school-based administrators to ensure effective orientation and on-boarding staff and effective performance appraisal and management processes.
- Develop and maintain human resource management procedures, meet collective agreement provisions and comply with legislation.
- Monitor compliance with human resource related Administrative Procedures, ensuring alignment between procedures and practices.
- Manage and monitor the efficient, accurate and timely collection, storage, analysis and application of human resource related data to support innovation, service improvement and accountability.
- Prepare materials for the Board of Education, public, Ministry of Education and stakeholders, ensuring accurate, complete, timely analysis and recommendations.
- Lead negotiations and contract administration for employee groups and promote involvement of senior management, aligning bargaining with the division's strategic plan outcomes.
- Support organizational development including change management, transition planning, organizational and job design, and internal staff communications.
- Work collaboratively with central and school-based staff to develop and support the strategic and operational priorities of the division and contribute effectively to the work of the senior management team.
- Build partnerships with employee locals/associations, other school divisions, First Nations education authorities, the Ministries of Education and Labour Relations and Workplace Safety, Workers' Compensation Board and other stakeholders to assist in the planning and management of employee relations services.

The position will commence on or about November 15, 2020.

Interested applicants are invited to email a letter of application, curriculum vitae/resume, and the names of three employment references by October 2, 2020 to Don Hoium, Hoium Strategic Leadership at d.hoium@sasktel.net

The interest of all applicants is appreciated; however, only those selected for an interview will be contacted.