

# DIRECTOR OF STAFF SERVICES

<b>BULLETIN NUMBER:</b>	<b>628/E/21</b>	<b>DATE POSTED:</b>	January 21, 2022
<b>SCHOOL:</b>	<b>LOUIS RIEL SCHOOL DIVISION BOARD OFFICE</b>		
<b>COMMENCING:</b>	As soon as can be arranged		

## POSITION DESCRIPTION:

Reporting to the Assistant Superintendent of Staff Services, the Director of Staff Services will provide human resource leadership in all divisional staff services including managing the Staff Services Department team of human resource professionals. The Director of Staff Services will play a critical role in the development, implementation, and coordination of HR programs such as recruitment, onboarding, staff planning & development, performance management, records management, employee/labour relations, and Workplace Health and Safety for the Louis Riel School Division.

The incumbent will implement divisional policy and employment legislation and will provide direction regarding collective agreements to the Division's managers, administrators, and employee groups. The Director will participate in the collective bargaining process and will interact with unions regarding investigation results and grievance related matters.

The Director of Staff Services will play a critical role by:

- Assisting to foster and maintain a constructive and respectful labour relations environment for all employee groups;
- Providing advice regarding the implications of policies, programs, and legislative requirements for the Division; and
- Representing the Division with various groups such as MSBA, MASBO, MTS and CUPE.

In addition, the Director will be responsible for special projects, and the planning of activities, investigations, and presentations as may be required. The Director will participate as a member of senior management on the Superintendent's Team and in meetings with the Board of Trustees.

## REQUIRED AND PREFERRED QUALIFICATIONS:

The candidate should be able to demonstrate proven ability as an effective leader. In addition, the candidate should possess, and be able to provide evidence of, the following:

Skills, Knowledge and Qualifications:

- Post-secondary degree in Human Resources Management, Business Administration, or another related area of study.
- 10 years' experience in human resources in a management or leadership role for a mid to large size unionized organization encompassing a strong cross-section of experience in labour relations and generalist functions of human resources.
- CPHR (Chartered Professional in Human Resources) designation is preferred.
- Knowledge of pertinent provincial employment legislation.
- Strong leadership and management functions.
- Effective supervision of various employee groups.
- Strategic planning and organizational abilities.
- Exemplary communication skills.
- Analytical and problem-solving skills.
- Strong sense of diplomacy, team building and conflict resolution skills.
- Skills in both official languages (English and French) preferred.

## **APPLICATION PROCEDURES:**

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net)
- Include in your resume and cover letter your strengths and abilities in relation to the preferred qualifications listed above
- Identify the names and contact information of three references.
- Address cover letter and resume to Lisa Aitken, Assistant Superintendent Staff Services.
- Upload your resume and cover letter as one document.
- Offer of employment with the Louis Riel School Division is subject to the results of a Criminal Record Check (including Vulnerable Sector Search) and clear report from the Child Abuse Registry.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## **APPLICATION DEADLINE:**

**1:00 p.m., Friday, February 18, 2022**



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