

NOTICE NO. 139

POSTING:
2019.03.14

DIRECTOR OF HUMAN RESOURCES

Reporting to the Director General as of May 6, 2019 and working in close collaboration with our senior administrative team, the Director of Human Resources will be responsible for the administration and management of all programs and school board policies dealing with human resources management within Riverside School Board.

The successful candidate will:

- Provide leadership in all matters related to Human Resources & payroll.
- Be responsible for the development and implementation of Board policies, standards and guidelines concerning matters related to human resources.
- See to the application of all collective agreements and the Regulation including the benefits and working conditions contained therein.
- Provide guidance to administrators in matters related to human resources management.
- Assume the responsibility for labour relations, local negotiations and grievance resolution with all unions and associations.
- See to the application of policies, regulations and guidelines concerning recruitment, selection, hiring, staff development, supervision and evaluation of personnel.
- Oversee the Human Resources Department team.
- Be responsible for management of the Human Resources Department budget and control of expenses.
- Assume any other responsibility compatible with this function which may be assigned by the Director General.
- Oversee mental health initiatives.

REQUIRED QUALIFICATIONS AS PER REGULATIONS

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.
- Eight (8) years of relevant experience.
- A permanent teaching license issued by the Minister for a position in the field of teaching is an asset.

OTHER REQUIREMENTS

- Highly developed skills in the areas of human relations, mediation and conflict resolution.
- Proven track record of demonstrated ability in the areas of leadership, organization, planning, supervision of staff and in working collaboratively as part of a team.
- Experience in a unionized environment.
- Experience in Human Resources and labour relations.
- Excellent verbal and written communication skills in English and French.
- School Board experience an asset
- Knowledge of collective agreements an asset.

Salary and working conditions are those outlined in the Regulation Respecting the Conditions of Employment of Management Staff of School Boards.

Candidates should submit a letter of application as well as a curriculum vitae **before 4:00 p.m. on March 27, 2019** to Sylvain Racette, Director General, or by e-mail to CLaydu-Durnin@rsb.qc.ca.

Riverside School Board encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.

2019.03.13/lt

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