

Assistant Director of Human Resources

Job description

Position Summary

Reporting to the Director of Human Resources, the Assistant Director of Human Resources (HR) is responsible for supporting all aspects of the district's human resources functions relating to teaching and support staff that include talent acquisition, employee relations and performance management. In addition, the Assistant Director will support the Director of HR liaising between the District and its various employee groups and unions, developing HR related procedures to ensure ministry and legal compliance and advising senior administration on HR matters, managing HR information systems, preparing reports for the Board and for supporting the strategic plan.

The Assistant Director may, if qualified, be required to perform the duties of Director of Instruction as assigned and outlined in the School Act Regulation.

Duties and responsibilities

- Supports the leading of the HR Department, ensuring department goals and standards are met
- Supports the recruitment, hiring, and onboarding of teaching and support staff
- Supports and leads the arbitration and grievance procedures arising from the application of collective agreements as needed
- Determines staffing, including overseeing the post and fill processes and the assignment of staff
- Guides and supports school administrators and district staff in effective decision-making to address labour relations and human resources matters
- Addresses employee concerns as required, ensuring due process and adherence to relevant policies and legislative requirements
- Maintains accurate human resources records, files and online applications, ensuring timely and confidential management of sensitive information
- Supports employee accommodation and disability management processes
- Supervises employee leave of absence processes
- Serves as a resource for professional development opportunities, facilitating workshops and professional learning as appropriate
- Leads and participates in anti-racism and reconciliation initiatives within the district, ensuring that all HR practices promote equity, diversity, and inclusion
- Advises leadership and provides resources on creating a safe, respectful, and inclusive workplace for all staff and students
- Supports the supervision and evaluation of teaching and support staff
- Attends Board meetings and provides HR support, analysis, labour relations advice, and reports to the Board of Education and senior leadership as needed
- Oversees the Health and Safety portfolio of the district
- Oversees support staff job evaluation processes
- Acts as a liaison for BCPSEA, CUPE, Vernon Teachers' Association, and Okanagan Labour Relations Council as needed
- Remains current with collective bargaining and identifies items for future collective bargaining

- Maintains harmonious working relationships with staff, partner groups and the community
- Other duties, as required

Education, Experience and Skills

- A Bachelor's degree from a recognized university.
- Certification in Human Resources (CPHR) is an asset.
- Experience in a K-12 educational setting
- Minimum of 5 years' management experience
- Experience in Human Resources, including Labour Relations
- Exemplary relational skills with demonstrated ability to create workplace psychological safety
- Proven experience in implementing strategies, programs and policies related to HR
- Demonstrated ability to build positive working relationships with all education partners, including unions, Rightsholders, associations, administrators, and external agencies
- Demonstrated ability to provide clear, fair, and objective guidance and decisions in all HR matters
- Capacity for innovation, flexibility, and continuous learning in response to evolving educational and workplace trends
- Strong demonstrated ability in leading and supervising staff
- Demonstrated superior organizational, leadership, and communication skills
- Strong organizational and time management skills, with attention to detail and the ability to balance multiple priorities
- Strong working skills in the use of MS Office 365 (Word, Excel, Outlook, PowerPoint, OneNote, Teams, OneDrive)
- Valid BC Driver's License [In district travel will require a reliable personal vehicle]
- Must maintain a Satisfactory Criminal Records Check