



District School Board of Niagara invites applications for the following position:

Human Resources Manager
One (1) full-time position

The District School Board of Niagara is inviting applications for the position of **Human Resources Manager**. The Board provides a comprehensive educational program for approximately 36,000 students in the Region of Niagara. The Board has 17 secondary schools, 80 elementary schools and approximately 4,500 staff members. Additional information regarding the Board is available on the Board's website at www.dsbni.org.

The Human Resources Manager will be responsible and accountable for providing professional expertise, direction and guidance to the organization in the following areas including, but not limited to: policy development and implementation; support for workplace investigations and legal compliance; staff wellness; workplace equity, diversity and inclusion in the recruitment, hiring, promotion and retention of school board staff; performance management and mediation; professional development and training analysis; HR payroll, information systems and statistical data process integration and implementation; pension administration support; negotiations support and other duties as assigned .

This person will manage and promote the development of Human Resource best practices and efficiencies and champion strategic workplace equity and inclusion initiatives, establish partnerships with the Board and with all stakeholders and provide expertise, insight, consultation and assistance within the Board. The individual will cultivate and maintain productive working relationships with all stakeholders, including Human Resources, Business Services, School and Curriculum Support Services, teachers and support staff, unions, principals, vice-principals, managers and senior leaders.

The preferred candidate will demonstrate strengths in the following areas:

- Outstanding interpersonal skills, with the ability to foster teamwork and to work effectively with all levels of the organization.
- Excellent organizational and administrative skills.
- Excellent written and oral communication and presentation skills.
- Demonstrated ability in creating consultative and collaborative networks and workplace mediation.
- Experience in policy and procedure development and implementation.
- Knowledge of human resources pension, payroll and information systems, statistical data processes, policies and procedures.
- Demonstrated strength in staff wellness planning, program development and implementation.
- Excellent knowledge of change management principles, research methodologies, data collection and statistical analysis to support process implementation strategies and decision-making.
- Expert strategic initiative, leadership, advocacy, and knowledge of workplace diversity, inclusion, equity, human rights legislation, employment standards, employment related law, workplace investigations, human resources management and bias free hiring and promotion.
- Demonstrated knowledge and understanding of employment barriers, workplace equity, and organizational change strategies.
- Knowledge of progressive requirements of the Accessibility for Ontarians with Disabilities Act (AODA) plus general health and safety awareness and workplace investigations experience.
- Familiarity with the Ontario Human Rights Code (including special programs, accommodation, competing rights), Education Act, and Provincial Employment Legislation.
- Knowledge of Collective Bargaining in a unionized environment.
- Generalist functions in all disciplines of Human Resources.

QUALIFICATIONS:

- Degree or diploma related to human resources management, equity studies, diversity/workplace inclusion, human rights, or law.
- Human Resources Generalist C.H.R.L. designation.
- Minimum of 5 years of related experience in human resources systems and policy development, human rights, equity, diversity/workplace inclusion in a unionized environment (preferred).

This is a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive salary (\$83,098 - \$98,926 per year) and a comprehensive benefits package.

Qualified applicants may apply via email by sending a cover letter and resume to:
careers@dsbn.org by June 24, 2018 at 4:00 p.m.
Please use **Human Resource Manager** as your e-mail subject line.

We appreciate the interest of all applicants but will only be interviewing select candidates based on job-specific criteria.

Dale Robinson, Chair

Warren R. Hoshizaki, Director of Education

For the safety of students, all school board staff require a criminal record check prior to commencement of employment. The DSBNI is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.