

## **Manager of Human Resources (TEMPORARY)**

Applications are invited for the position of **Temporary Manager of Human Resources** for School District No. 73 (Kamloops-Thompson). The successful candidate will start on October 1, 2021 and the position goes until January 1, 2023, or the full return of the incumbent.

Located in British Columbia's Southern Interior and operating in a region of about 103,000 people, School District No 73 is a diverse and inclusive organization providing public education programs in the City of Kamloops and the municipalities of Chase, Barriere, Logan Lake and Clearwater as well as many smaller communities west to Savona, south to Westwold and north to Blue River. The District's student population is approximately 15,200 including 427 continuing education and adult learners and over 1,200 students in French Immersion. The district employs more than 1,800 full and part-time educators and support staff working collaboratively with external education partners.

### **Nature and Scope:**

The Manager of Human Resources manages the human resources operations in the District, including the day-to-day management of the department, and major projects and initiatives in Human Resources. The Manager of Human Resources is responsible for performance management for support staff, and assists with employee investigations as necessary. The Manager is part of the Human Resources management team and reports to the Associate Superintendent – Human Resources.

### **Duties:**

- Implementation of Strategic Plan priorities
- Attends and participates in KTTA Liaison Committee; attends, participates in and chairs CUPE Labour/Management Liaison Committee
- Recruitment and hiring of personnel (support staff and Aboriginal recruitment, as well as teaching staff, when required)
- Oversees CUPE relief staff, as well as dispatch, benefits, and staffing of support staff within the Human Resources Department
- Oversees staffing process for non-teaching employees
- Assists with teacher post and fill, as required
- Provides orientation (including onboarding), in-service training and development for CUPE staff
- Conduct investigations as requested by the Associate Superintendent of Human Resources
- Receives and responds to employee concerns and complaints
- Performance Management for support staff (development of Professional Growth Plans, training, tracking, support to Managers, support the process for Teachers)
- Participates in Job Evaluation Committee
- Maintains effective working relationships with both internal and external contacts, including principals, senior administrators, department managers, benefits providers, and the Pension Corporation
- Other duties as assigned by the Associate Superintendent

### **Abilities, Knowledge and Skills**

- Extensive knowledge of the principles and practices of Human Resources Management
- Administration of the Collective Agreement and employee benefit provisions
- Ability to establish and maintain effective working relationships with all District staff and external agencies

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- Ability to make both verbal and written presentations
- Thorough knowledge of School District's requirements in the support staff classifications, including Clerical, Certified Education Assistants, and Aboriginal Education Workers

### **Qualifications**

- Bachelor's degree in Business Administration or equivalent
- Minimum five (5) years proven previous experience in Human Resources Management and department operations
- A good working knowledge of Federal and Provincial labour legislation relating to all labour matters, including pay equity, safety and the labour code
- Valid BC Driver's License

**DEADLINE: Thursday, September 23, 2021 @ 4:00 p.m.**

**Please submit your resume, cover letter, and the names of at least three references through [makeafuture.ca/kamloops-thompson](https://makeafuture.ca/kamloops-thompson).**