



ASSOCIATE DIRECTOR, HUMAN RESOURCE SERVICES

The Greater Victoria School District resides on the traditional territory of the Lkwungen people. We acknowledge the Songhees and the Esquimalt First Nations on whose traditional territory we live and work. *Həy̓xʷq̓ə - Thank you.* The District provides an outstanding public education to over 20,000 students in the Greater Victoria area, encompassing six municipalities with over 3000 employees in approximately 50 sites. Each employee plays an important role to support, lead, and inspire our students' learning and well-being in a safe, culturally responsive, inclusive community. The district is currently looking for an Associate Director of Human Resource Services to join the team.

Accountable to the Superintendent of Schools, the Associate Director of Human Resource Services is a key member of the Human Resource Services team. The Associate Director will lead initiatives fostering individual and team engagement, advance reconciliation and anti-racism initiatives, and provide meaningful solutions in order to achieve the District's mission, strategic plan, and educational goals. The Associate Director will be responsible for the interpretation, renewal and administration of all four collective agreements, contracts, employment processes, records management and support services for all employees. This will encompass overseeing and leading workplace health and safety initiatives and compliance, investigations, grievances, mediations, arbitrations, hearings, collective bargaining, risk management, and labour law interpretation. The successful applicant will provide guidance in best practices, advice, coaching, facilitation and training to all school and district administrative and managerial staff.

An ability to work under pressure, proven conflict resolution and negotiation skills, demonstrated organizational and interpersonal skills, and established knowledge and experience in labour relations is essential. The incumbent will have the ability to build and maintain effective working relationships in order to resolve issues in a consultative manner.

The successful candidate will have a university degree relating to human resources, labour relations, or an equivalent combination of education and experience. Postgraduate education or experience in labour law would be preferred. Essential qualifications include a minimum of 8 years in human resources or labour relations including at least 5 years of experience in a complex, unionized environment. A demonstrated track record in negotiations, preparing presentations for arbitrations and establishing effective relationships with unions and associations is fundamental to this position.

This is an exempt position with a competitive salary and employee benefits package.

The Greater Victoria School District is committed to employment equity through fair treatment, access, opportunity and advancement for everyone in a workplace free from systemic, cultural, and attitudinal barriers and free from intentional and unintentional discrimination.

Please submit a cover letter, letter of intent, comprehensive resume, and 3 professional reference letters to:

Human Resource Services
Greater Victoria School District No. 61
556 Boleskine Road, Victoria, BC V8Z 1E8
email: hrs@sd61.bc.ca
Make a Future - <https://bit.ly/3mjPXHw>

The competition will close Monday, November 15, 2021

School District 61 thanks all applicants for their interest, however, only those selected for interviews will be contacted.