



## **Delta School District Invites Applications for the Position of Assistant Director Human Resources**

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*Delta School District acknowledges that we learn and work on the traditional territory of the Tsawwassen and Musqueam First Nations and all of the Coast Salish Peoples who have been stewards of this land since time immemorial*

Delta is a leading district for innovative teaching and learner success. The Employee Services Department, comprised of both Human Resources and Payroll, is committed to supporting its 3000 employees to realize the vision for Delta learners. The District's 31 schools are located in Ladner, North Delta and Tsawwassen.

The Delta School District is seeking an experienced Human Resources Assistant Director to be responsible for all aspects of human resources and labour relations management for the District's 1200 support staff, which includes education assistants, custodial, maintenance and administrative assistants. The Assistant Director of Human Resources is an integral member of the Employee Services team and supervises the HR administration team in the department.

The successful candidate will thrive in a dynamic work environment and will be highly motivated, demonstrating professionalism, organizational skills, and the ability to manage multiple priorities. This individual will have a Degree in Human Resources or Labour Relations and have substantial related experience, preferably with a large public employer. Effective interpersonal, supervisory, presentation, technology and organizational skills are paramount. Possession of the CRRP designation is an asset.

### **Core Responsibilities include:**

- Collective bargaining
- Leadership of labour relation processes including employee discipline, investigations, grievances, mediation and arbitrations
- Chairing management/union committees
- Maintaining regular contact with union representatives regarding member issues that arise, and communicating to resolve issues
- Working closely with management in other departments and sites to encourage and provide understanding of labour relations to optimize relations with CUPE
- Recruiting and hiring to support staff positions
- Supervising the HR Assistants in the department to ensure processes are followed

### **The ideal candidate will have:**

- Completion of a Bachelor's Degree in Human Resources or Labour Relations, or equivalent education combined with relevant work experience
- Substantial experience working in a related field (preferably a large public employer)
- Sound judgment with a high degree of integrity and discretion
- Excellent human resource and labour relations skills
- Superior interpersonal and leadership skills with a positive mindset
- Outstanding written and verbal communication skills
- Ability to learn new employment systems quickly

This professional exempt position works in an office environment and reports to the Director of Employee Services. The successful candidate will be offered a competitive salary and benefit package.

Applications will be accepted until **4:00 PM, December 10, 2021.**

Please provide a cover letter and resume addressed to: [resumes@gofutureshr.com](mailto:resumes@gofutureshr.com)

More information can be found on Make a Future at <https://bit.ly/3nz1xPN>.



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**NOTE:** The successful applicant will be required to consent to a Criminal Record Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.