

SCHOOL DISTRICT NO.57 (PRINCE GEORGE)

School District No. 57 (Prince George) respectfully acknowledges that our schools reside on the unceded ancestral lands of the Lheidli T'enneh people in Prince George and McBride, the McLeod Lake Indian Band in the Mackenzie region, as well as the Simpcw First Nation in Valemount.

Located in British Columbia's interior region, School District No. 57, serves approximately 13,000 students and 2,000 staff in the communities and surrounding areas of Prince George, Mackenzie, McBride and Valemount. The region boasts a diverse landscape of forests, rivers, and mountains, offering reasonable housing costs and deep community roots. Prince George is a haven for outdoor enthusiasts, with beautiful trails for biking, hiking and nature walks. The thriving art scene includes theatre productions, music events, and art exhibitions.

Title: Manager, Human Resources (CUPE Portfolio)

Department: Human Resources

Reports to: Director, Human Resources

Salary Range: \$91,256 to \$114,408

We are seeking a strategic and collaborative Human Resources Manager to lead the CUPE portfolio and support HR functions that align with student learning and organizational goals. This role provides leadership, consultation, and coaching across a broad range of HR programs and initiatives, with a strong focus on labour relations, talent development, and fostering an inclusive and engaging workplace culture. This role requires a proactive, relationship-focused HR leader with strong analytical, communication, and problem-solving skills, committed to continuous improvement and excellence in human resources practices.

Key Responsibilities

- Lead and implement innovative HR strategies that promote engagement, inclusion, and a positive workplace culture.
- Provide expert guidance on HR matters in alignment with legislation, policies, and collective agreements.
- Manage grievance processes, dispute resolution, and support collective bargaining negotiations.
- Develop and execute full-cycle recruitment and onboarding strategies for CUPE positions.
- Drive talent acquisition and retention initiatives to build a diverse and skilled workforce.
- Support performance management, employee development, and workplace investigations.
- Administer employee records, contracts, seniority lists, job evaluations, and attendance support.

- Prepare HR reports and updates on key metrics such as recruitment, retention, and engagement.
- Coordinate accommodations and disability management in partnership with Health & Wellness.
- Liaise with external agencies for recruitment, practicums, and compliance requirements.
- Ensure timely and accurate processing of expense claims, education bonuses, and LIF submissions.
- Maintain grievance management systems and ensure compliance with timelines.
- Collaborate with internal departments and participate in labour relations meetings, mediations, and arbitrations.
- Oversee Criminal Record Checks for employees and volunteers.

What you bring:

You are a collaborative and strategic HR professional with a strong foundation in labour relations and a passion for fostering positive, inclusive, and high-performing workplaces. We are seeking a confident, outgoing leader who thrives in a team environment and brings:

- A positive, outgoing leadership style, with a proven ability to inspire and motivate teams while fostering a culture of trust, collaboration, and accountability.
- Exceptional interpersonal and communication skills, with the ability to build strong relationships across all levels of the organization.
- Demonstrated experience leading and developing high-performing teams, with a focus on coaching, mentorship, and continuous improvement.
- Strong analytical and organizational abilities, with proficiency in managing multiple priorities in a fast-paced environment.
- A deep understanding of equity, diversity, and inclusion, and a commitment to embedding these principles in all HR practices.
- Demonstrate a respect for Indigenous rights, histories, and cultures, and are committed to advancing the principles of Truth and Reconciliation in the workplace. Actively support efforts to build respectful relationships and integrate Indigenous perspectives into human resources practices.
- Expertise in unionized environments, with demonstrated experience in grievance handling, collective bargaining, and labour relations.
- Discretion and professionalism, with the ability to manage sensitive and confidential information.

Qualifications:

- A bachelor's degree in Human Resources, Industrial Relations, or a related field (a degree in Educational Leadership or HR Management is an asset).
- 5–7 years of progressive HR experience in a unionized, multi-site environment.
- Strong knowledge of employment legislation, collective agreements, and HR best practices.
- CPHR designation is an asset.
- Experience in the K–12 education sector is preferred.