

## **Manager, People, Performance and Culture**

Under the direction of the Executive Director, Human Resources, the Manager, People, Performance and Culture provides a wide range of services related to human resources, employee services and labour relations including contract interpretation and grievance advice, union/management consultation and collaborative problem solving, research and preparation for collective bargaining, management of human resources systems, administration and coordination of human resources programs, policy research and development, recruitment and retention, and the development and delivery of learning and development programs.

The Manager People, Performance and Culture is responsible for effective collaboration with other administrators and consults with administration and staff to accomplish goals and strategies consistent with the Board of Trustee's Strategic Plan, School Based Growth Plans, and collective agreements, as well as compliance with legal, regulatory, and government directives and policy.

### **DUTIES AND RESPONSIBILITIES**

#### **EMPLOYEE/LABOUR RELATIONS LEADERSHIP AND MANAGEMENT**

- In consultation and co-operation with the Manager, Labour Relations, promotes positive union/management relations through proactive communications and problem solving with local stewards, executive officers, and union business agents/staff representatives.
- Works with the Executive Director, Human Resources and management teams to identify key issues for teacher bargaining, determine priorities, draft bargaining demands, research supporting data and develop rationales, develop negotiations strategy, and craft contract language. Provides resource services to employer bargaining committees and negotiating teams.
- Chairs the Teacher Labour Management Committee and assists the Executive Director, Human Resources with the mandates of this Committee.
- In consultation and co-operation with the Manager, Labour Relations, takes a lead role in labour relations communications with union representatives, seeking to resolve issues in a proactive manner and maintain a positive labour relations environment.
- Provides in-service training and development on labour relations and general human resource matters and assists the Executive Director, Human Resources in identifying training and educational needs for human resources employees and exempt administrators throughout the School District.
- Collaborates with the Manager, Labour Relations providing functional advice and guidance as appropriate and taking a coordinating or lead role in issues resolution that have potential for employee or labour relations impacts.
- Provides regular updates to the Executive Director, Human Resources on labour relations and human resources matters.
- Oversees the coordination of the work of the Joint Job Evaluation Committee (CUPE), Support Staff (CUPE) Performance Evaluation Process, and participates on other District committees as assigned by the Executive Director, Human Resources.
- Conducts conduct investigations and supports competence investigations and performance evaluations.
- Provides advice and assistance on contract administration, including contract interpretation and application, grievance handling, strategizing employer positions, briefing managers and administrators in preparation for

grievance hearings, drafting grievance responses for managers and Memoranda of Agreement, and corresponding with union representatives.

- Researches and compiles information to provide written reports on specific subjects, as assigned.

## **RECRUITMENT, HUMAN RESOURCES SYSTEMS AND EMPLOYEE SERVICES**

- Oversees the operational management of the staffing, dispatch and HRIS processes and leads a team of dedicated professionals in the completion of this work. Accountable for ensuring the team provides expertise across the School District while adhering to collective agreement provisions, School District Administrative Procedures and legislative obligations.
- Oversees the operational management of the team coordinating the Human Resources System (PowerSchool Atrieve) ensuring the effective, efficient and functional operations of these systems. Responsible for the development and support of systems and activities within HR programs, business planning and operations.
- Builds collaborative relationships with principals and vice principals and with team partners in Finance, Payroll and Information Technology Services.
- Oversees annual submissions, data reporting, and verification requirements internally and for various external government partners and regulatory requirements including to the BCPSEA and PSEC.

## **EMPLOYEE MANAGEMENT AND DEVELOPMENT**

- Manages included and excluded employees within Human Resources by developing individual employee work and development plans and work plans, establishing objectives and high standards of performance, while providing employees with support and guidance to ensure they meet those standards as well as providing regular feedback and formal and informal performance evaluations.
- In consultation with the Executive Director, Human Resources, and other members of the HR leadership team, identifies needs and recommends employee training and changes. Responsible for developing selection criteria, evaluation mechanisms and leading selection committees for Human Resources recruitment.
- Responsible for ensuring new Human Resources employees are onboarded and are adequately prepared to undertake assigned duties.
- Responsible for the development of effective teamwork that promotes a collaborative work environment, which encourages personal productivity and job satisfaction.
- Encourages and supports professional development activities for Human Resources team, which meet the employee's goals and are consistent with departmental plans.
- Responsible for promoting effective union/management relationships and working with union representatives to resolve problems effectively.
- Other tasks as assigned.

## **REQUIRED QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- An undergraduate degree from an accredited post-secondary institution in a related discipline such as Business Administration with special courses/education in Labour Relations and/or Human Resource

Management or an equivalent combination of education and experience. Current CHRP designation is preferred.

- Minimum seven years of recent related experience of progressive responsibility and complexity, including 2-3 years in a leadership role with specific experience in human resources and labour relations, organizational development, human resources systems management, learning and development, staffing and recruitment, performance management and employee wellness.
- An equivalent combination of experience and education may be considered.

#### **SKILLS, KNOWLEDGE, ABILITIES**

- Proven skills in negotiating, interpreting and administering collective agreements.
- Highly developed analytical and critical thinking skills.
- Excellent judgement and demonstrated problem solving, consultative and conflict resolution skills to provide sound direction and advice on a variety of complex human resource issues.
- Excellent interpersonal skills and judgment.
- Ability to deal tactfully and diplomatically with internal and external contacts
- Demonstrated leadership and management skills
- Excellent research skills with ability to synthesize and analyze data/information and develop/deliver findings and recommendations
- Ability to plan and think strategically.
- Ability to manage a high work volume and conflicting priorities in order to meet deadlines.
- Demonstrated innovation and change management skills which include supporting and encouraging new ideas and approaches to build organizational efficiency and organizational culture.
- Demonstrated knowledge of business process management and human resource planning and principles
- Remains current in professional practice, contract language evolution, legal decisions, applicable legislation and regulations, trends and best practices, and makes recommendations based on data
- Advanced knowledge of labour and human rights legislation, union/management relationships and processes, collective bargaining strategies, and dispute resolution techniques.
- An ability to express views, ideas and facts effectively both orally and in writing.
- Excellent verbal and written communication skills and ability to build relationships and influence at all organizational levels.
- Ability to develop language and negotiate agreements related to union/management consultations and/or grievances.
- Ability to deliver training programs, off the shelf or designed and developed in-house.

#### **TO APPLY**

Qualified individuals are invited to apply online on Make a Future at <https://buff.ly/KM3ALqY> in confidence by submitting a cover letter outlining how they meet the hiring criteria, a chronological resume, and a list of professional references with contact emails and phone numbers (office and home or cell).

We welcome diverse candidates and encourage applications from members of groups experiencing barriers to equity. As an inclusive learning community, we are committed to actively creating and fostering a culture of inclusivity where voices are heard, people are seen, and values are respected. We care about the uniqueness of our applicants, employees, students and community, and we do so in a safe space fueled by curiosity and acceptance. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact: [hr@sd71.bc.ca](mailto:hr@sd71.bc.ca) and we will work with you to meet your needs.

We sincerely thank all applicants for considering us an employer of choice. Only shortlisted candidates will be contacted. Please note that all employees of the School District are required to consent to a criminal records check pursuant to the Criminal Records Review Act.

**Thank you for your interest in School District 71 (Comox Valley)**

**An Equal Opportunity Employer**