

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Superintendent of Human Resources

REPORTS TO: **Directly: Director of Education**
Indirectly: Board of Education

Purpose:

The Superintendent of Human Resources is responsible for providing leadership for the Human Resources and Payroll Departments as well as the HR function for the division. This will be accomplished through development of long-term planning and designing organizational programs, while recommending and implementing procedures to engage the organization in achieving its people objectives.

Required Education, Knowledge, Qualifications and Experience:

- University degree in Education or Human Resources/Business Administration coupled with
- a CHRP or SHRP designation coupled with a Master's Degree would be considered an asset
- Minimum 7 years direct experience as an HR professional, with at least 5 years progressive experience at Senior Level
- Strong knowledge of current employment law matters
- Proven track record of success in staff management, payroll, benefits administration, recruitment, training, and employee relations.
- Experience with relevant legislation (e.g. Labour Standards Act, The Education Act, Human Rights Legislation, Trade Union Act, OH&S Act and Regulations and The WCB Act)
- Experience administering employee payroll, benefits, pensions, leave of absence and overtime.
- Knowledge of principles, theories, and techniques related to job classification, job analysis, and job descriptions.
- Knowledge of principles, theories, and techniques related to labour/employee relations, personnel management, and recruitment.
- Knowledge of automated software applications and HR information systems
- Knowledge of the Education Industry is an asset

Required Skills and Abilities:

- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization.
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, school division, and/or provincial bodies)
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically and professionally
- Demonstrated ability to identify developmental needs of employees to provide coaching & mentoring
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Demonstrated ability to contribute as a strategic team member
- Ability to prioritize multiple demands and effectively manage time
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Strong morals and ethics, along with a commitment to staff privacy.
- Demonstrated ability to create innovative solutions to a wide range of problems
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to maintain strict confidentiality relative to school division operations.

Supervision of Staff:

The Superintendent of Human Resources involves direct supervision of the HR Administrative Assistant and the Manager of Payroll

Duties and Responsibilities:

Without restricting the generality of the general description above, the Superintendent of Human Resources shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Lead the development, implementation and evaluation of the School Division's HR strategy
- Translates the organization's strategic plan into issues, priorities, and HR strategies & objectives.
- Contributes to the development of the organization's vision, goals, and strategies with a focus on human capabilities.
- Develops and implements a human resources plan that supports the organization's strategic objectives
- Measures the Strategic Organizational Results by evaluating the effectiveness of HR strategies, applying various measurement and assessment programs.
- Creates an organizational climate conducive to constructive employee & labour relations
- Manages all aspects of the labour and employee relations including formulating bargaining strategies consistent with the short and long-term needs of the organization.
- Monitors and reports on the impact of development activities on organizational performance.
- Ensures that systems are in place that allow for performance feedback to become an integral part of the organization's HR information system
- Promote continuous improvement, including personal and organizational goals to develop leadership capacity.
- Supervise hiring of staff; determine workload; delegate assignments; monitor and evaluate employee performance and subsequently initiating any corrective or disciplinary action in the Human Resources and Payroll Department.
- Provide support with hiring of all employees; monitoring and evaluate employee performance and subsequently initiating any corrective or disciplinary action in based on best practice.
- Monitors and recommends changes the competitiveness of the total compensation strategy on an ongoing basis
- Identifies and develops the philosophy, strategy and policy with respect to the total compensation package consistent with the organization's goals.
- Evaluates and monitors the total compensation strategy to ensure it is consistent with the objectives of attracting, motivating and retaining the qualified people relative to comparable organizations.
- Recommend new administrative procedures and processes to result in improvements and organizational efficiencies.
- Ensure that all relevant policies, procedures, practices, processes, and systems meet and comply with applicable legislation.
- Researches, analyzes, and reports on potential people issues affecting the organization
- Provides support for the organization's recruitment and staffing policies and procedures (recruitment, selection, and orientation)
- Assesses requests for HR information in light of freedom of information legislation, evidentiary privileges and contractual or other requirements
- Promotes a productive culture in the organization that values diversity, trust and respect for individuals and their contributions.
- Represents the organization in lawsuits, grievances, collective bargaining and provincial tables as required.

- Reviews existing and forthcoming legislation to determine HR impact on the organization as well as make recommendations to ensure compliance
- Facilitate workgroups, teams, and meetings within a positive environment.
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Director of Education

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should the Superintendent of Human Resources discuss, in public, information pertaining to a student. The Superintendent of Human Resources is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Superintendent of Human Resources is expected to work independently as well as lead or work as a team member of the Executive Council, the business administration area, all schools and the division office as required.

Working Jointly with Other Staff on Common Assignments or Tasks

The Superintendent of Human Resources is expected to work as part of Executive Council and larger School Division Team. As well, the employee is expected to work with school principals, teachers, all other school division personnel and outside agencies in order to meet the needs of the students of North East School Division.

Responsibility for Quality of Assigned Work:

The Superintendent of Human Resources is under direct supervision of the Director of Education and is responsible to achieve the quality of work as assigned by the Director.

Salary Grid: Superintendent of Human Resources

The salary grid for the Superintendent of Human Resources is tied to the following grid:

Superintendent Salary Grid

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	