



## Internal / External Job Posting

**1.0 FTE Human Resources Manager**

Location: Catholic Education Centre

Competition # 2019-20-03

**SNCDSB is searching for a collaborative, dynamic leader that supports employee well-being and development within a Catholic organization.**

### **Human Resources Manager**

**Start Date: As soon as possible**

**Catholic Education Centre, Terrace Bay**

Reporting to the Director of Education, the Human Resources Manager will manage the day to day operations and direct supervision of the teaching and non teaching Staffing; Operations (employee documentation and salaries); Ministry Reporting; Wellness and Disability Management (Return to work, WSIB, and LTD); Health and Safety; and Training (Safe Schools).

**SNCDSB is seeking an individual who has:**

- Comprehensive knowledge of collective agreements, human resources practices and processes, School Board policies and procedures and employment related-law.
- Experience with Human Resources Management Systems, EasyConnect, Apply to Education and MVal.
- Knowledge of Ontario College of Teachers, Ministry of Education, Education Act, Regulation 274, Employment Standards Act, the Ontario Human Rights Code, and Freedom of Education Act.
- Knowledge of Payroll and Benefits.
- Knowledge of the Education sector and emerging trends and best practices.

**Duties and Responsibilities:**

- All matters relating to the interpretation and application of collective agreements.
- Ability to work with limited supervision and as a member of a team.
- Excellent customer service, interpersonal, and communication skills (both verbal and written).
- Ability to exercise considerable independent judgement, tact and sensitivity with confidentiality and discretion in dealing with internal and external clients.
- Demonstrated effective leadership, coordination, and organizational skills.
- Attention to details, accuracy and ability to meet timelines.
- Other duties as required.

### Position Qualifications:

- University degree or College diploma related to Human Resources.
- 3 years of progressive experience in Human Resources Management in a supervisory position.
- 3 to 5 years of related experience in progressively responsible positions in Employee Relations.
- Certified Human Resources Leadership designation (CHRL) will be viewed as an asset.
- Knowledge of Payroll and Benefits.
- Strong knowledge of technology & Google Apps for Education.

### Conditions of Employment

- Be able to work and attend meetings outside of regular working hours.
- Occasional travel to our school communities.
- Undergo a successful police records check.

### Working Terms and Conditions

- Competitive salary, commensurate with qualifications and experience.
- Comprehensive benefit plan and pension plan.

### Please submit a completed application package including:

- Cover letter and resume which clearly outlines your qualifications, skills and experiences related to the position.
- Current Pastoral Reference.
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Please submit your application package indicating competition number to [careers@snedsb.on.ca](mailto:careers@snedsb.on.ca) by **September 30th, 2019, at 4:00 pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Hugh McCorry  
Board Chair

Maria Vasanelli  
Director of Education