

PLEASE POST

ASSISTANT DIRECTOR HUMAN RESOURCES

NATURE OF WORK

The position of Assistant Director of Human Resources Services entails overseeing the programs, the duties and the resources required for the planning, organization, supervision, control and evaluation of all activities pertaining to the management of the human resources of the School Board.

The position includes, in particular, responsibility for the coordination of programs and activities pertaining to staffing, evaluation, labour relations, remuneration, classification, fringe benefits, occupational health and safety, professional improvement, human resources development and training, manpower training, organization of working time, staff mobilization and organizational development.

The incumbent will assist and advise the director as well as the senior staff of other services and departments.

The position also consists in providing, within the incumbent's field of competence, advice and expertise to the Administrators of the School Board to promote the optimal management of human resources.

PRIMARY RESPONSIBILITIES

- Advise administrators on all activities related to labour relations such as: application and interpretation of collective agreements and labour laws, analyzing and resolving complaints and grievances;
- Develop policies, procedures and programs and ensure their implementation;
- Ensure the coordination of all staffing activities as well as the application and the follow-up of all labour contracts.
- Analyze and identify professional improvement and training needs, implementing policies and evaluating training and job enrichment programs;
- Follow-up on staff absences due to illness or work injuries;
- Supervise and coordinate the work of support staff in the department.

REQUIREMENTS

- Undergraduate degree in Industrial Relations or in an appropriate field of studies with pertinent experience;
- Five to ten years experience in School Administration.

PROFILE

- Excellent communication skills in both French and English;
- Proven leadership abilities, sound judgment and initiative;
- Superior interpersonal relations skills.

Place of Work: Central Board Office, Magog, QC
Starting Date: As soon as possible
Salary: As per the conditions of employment of senior staff of school boards (Class 7)

Please submit your curriculum vitae before August 31, 2017 to:

Jeffrey Pauw
Director of Human Resources
340 rue Saint-Jean-Bosco
Magog, QC J1X 1K9
FAX: 819) 868-2286
pauwj@etsb.qc.ca

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