



## **JOB DESCRIPTION**

### **Assistant Director – Human Resources**

#### **GENERAL**

Reporting to the Executive Director of Human Resources, the Assistant Director, Human Resources role is integral to leading progressive human resources programs, systems, and processes, as well as working closely with the District Leadership Team, educational administrators and other departmental managers. The Assistant Director will lead the benefits, workforce analytics, total compensation, wellness, and disability management teams. As the main point of contact, this position is responsible for managing HR processes in a highly integrated system, while minimizing associated risk factors and addressing the evolving needs of the District.

#### **KEY RESPONSIBILITIES (not limited to):**

- Lead and direct a team of human resources practitioners (benefits, workforce analytics, total compensation, wellness, and disability management) to ensure high performance and the provision of quality human resources support to the organization.
- Provide leadership and expertise in the development of strategic and innovative human resources programs, procedures, and services.
- Partner with and establish credibility with all levels of leadership in the organization, including a large contingent of educational administrators.
- Develop and implement human resources strategies aligned with the goals and values of the District.
- Provide project management leadership, including the development of standardized best practices and the creation and management of work plans to meet departmental goals.
- Oversee the implementation of benefits strategy, including monitoring cost effectiveness and recommending renewal rates based on current and historical data patterns.
- Administer total compensation strategies, liaising with external stakeholders as necessary.
- Overseeing the district-wide attendance management program for all employee groups.
- Lead and facilitate change management strategies with key stakeholder groups while implementing, amalgamating and refining HR practices and process changes.
- Foster process excellence through LEAN and other efficiency methods and tools.

#### **REQUIRED QUALIFICATIONS:**

- An undergraduate degree in business administration, labour relations, human resource management, statistics, planning or other relevant areas;
- A minimum of seven years' experience as a strategic and progressive senior HR practitioner with specific experience in a large, multi-union public sector organization;
- Strong analytical and quantitative skills along with strong interpersonal and collaboration skills;
- Demonstrated expertise in business change and program management, including knowledge of change management methodology, communication techniques, and project management process;
- Previous supervisory experience, with evidence of building high performing teams;

- A track record of proactively creating consultative and collaborative partnerships with internal and external stakeholder groups;
- Demonstrated leadership, people management, team-building and coaching skills in an operational environment, including strong written and verbal communication skills;
- Extensive experience and exposure in human resources management including staffing budgets, compensation, benefits, disability management, attendance support, and position control, considered an asset;
- Experience interacting with staff at all job levels in a unionized organization, preferably in the public sector;
- Knowledge of WorkSafe legislation and experience with disability management;
- A CPHR designation is an asset.