

Executive Director – Human Resources School District No.43 Coquitlam

Position Responsibilities

Reporting to the Superintendent/CEO, the Executive Director of Human Resources is a key member of the District Leadership Team and leads the development and execution of School District-wide Human Resources strategies. This role is accountable for positioning Human Resources to advance the District as an 'employer of choice' as well as leveraging and implementing innovative HR strategies that positively impact the District's culture and performance.

This position ensures high-quality Human Resources delivery to support approximately 4,400 employees in 70+ schools/sites including Principals/Vice Principals/management staff, and unionized staff represented by two unions.

The Executive Director is responsible for the progressive leadership, direction and management of all facets of Human Resources including Recruitment, Retention and Talent Management, Labour Relations, Workforce Analytics, Compensation and Benefits, Wellness and Disability Management, Occupational Health and Safety, and Leadership and Career Management.

Specific Responsibilities

- As a member of the District Leadership Team, works collaboratively with staff and partner groups to achieve the District's and departments' goals and objectives as set out by the Superintendent and Board.
- Leads the development of the District's Human Resources strategy and procedures and collaborates with district partner groups and fellow colleagues within the provincial system.
- Builds and maintains effective, collaborative, trust-based relationships with union and management partners to proactively address workplace issues and support organizational stability.
- Provides strategic leadership of all labour relations matters including collective bargaining, grievance resolution, arbitration, the interpretation and application of collective agreements, legislative compliance, and the union/management relationship.
- Directs the strategic management of employee wellness, disability management, and occupational health and safety programs to support employee well-being, legislative compliance, and a safe, healthy, and sustainable work environment.
- Ensures the District is positioned as an employer of choice by overseeing the development of strategies to ensure optimal levels of staff and to respond to rapidly changing external forces impacting staffing resources and recruitment programs in a proactive manner.
- Supports the District Leadership Team to provide development and career management initiatives to build organizational capacity, support retention and succession planning, and strengthen current and future leaders across the District.
- Provides oversight of compensation and benefits programs to support organizational sustainability and ensure compliance with the public sector and unionized mandates.

- Sets direction and ensures effective workforce analytics to inform evidence-based decision-making related to staffing, labour planning, talent management, and organizational sustainability.
- Builds a positive, value-based culture within the Human Resources department, prioritizing team building, cohesion, and inclusive representation of diverse perspectives.
- Champions a consistently high standard of professional leadership, clear communication, and effective, respectful human relationships across the District.
- Promotes workplaces that value diversity and belonging, striving to ensure that all employees feel respected, supported, and empowered to do their best work.
- Leads the planning, implementation, and management of Human Resources change initiatives.
- Ensures sound financial stewardship of Human Resources systems and services through effective budgeting, planning, monitoring, and compliance.
- Provides updates to the Board of Education as needed.
- Other responsibilities and duties as assigned.

Qualifications

- A bachelor's degree in a relevant field of study.
- Minimum 10 years' experience in senior Human Resources leadership, preferably in public sector unionized environments.
- Demonstrated success in supporting senior management teams and contributing to the organization's strategic planning and goal achievement.
- A proven track record of building high-performing HR teams and positioning Human Resources as a strategic partner.
- Solid business acumen combined with an understanding of current relevant legislative and legal compliance requirements, particularly labour law and human rights legislation.
- Demonstrated ability to work successfully with a leadership team and key partner groups including unions, trustees and government agent officials.
- Proven ability to formulate and implement HR best practices, strategies, programs and systems utilizing change management techniques and process excellence models to ensure success.
- Advanced judgement, negotiation, and problem-solving skills using an interest-based approach.
- Advanced capability with technology including complex spreadsheets and other Human Resources applications.
- Demonstrated ability to make key decisions, sound recommendations and display managerial courage when addressing challenging situations.
- CPHR considered an asset.