

**POSITION TITLE:**

**HUMAN RESOURCES OFFICER**

**Reports to: Superintendent of Human Resources**

**Function/Purpose:**

The Human Resources Officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance management and employee counseling.

**General Description:**

The Human Resources Officer provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies. The position coordinates the staff recruitment process.

**Required Education, Knowledge, Qualification and Experience:**

- Hold a University Degree from a recognized university in humans resources related discipline- Business Administration, Human Resources, Psychology, Organizational Development or an equivalent combination of education and experience
- Have a minimum of 3 years human resources experience
- CHRP designation would be considered an asset

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Work with minimal supervision.
- Organizational skills.
- Strong interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

**Required Personal Characteristics:**

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

**Supervision:**

The Human Resources Officer will not generally be required to directly supervise employees.

**General Duties:**

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

- Inform employees about policies, benefits, job duties, working conditions, wages and opportunities for promotion.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and policies striving to resolve work-related issues.
- Maintain human resource records by designing a filing and retrieval system, keeping past and current records.
- Ensure the administration of employment packages, contract amendments and criminal records.
- Develop and implement policies related to human resource management.
- Assist with Division's annual New Staff Orientation.
- Work in coordination with the Payroll Department.
- Promote equality and diversity as part of the culture of the organization.
- Participate in negotiating LINC agreement with STF, Collective bargaining (both unionized and nonunionized).
- Assist in the investigation and reporting of accidents/incidents.
- Manage school based support staff staffing level (in conjunction with the Superintendent of Student Services) to meet special needs student service needs through an ongoing process and hiring and reduction.
- Administer employee leave request and leave entitlement.
- Conduct research in the area of human resource management.
- Deal tactfully with staff, students, administration and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Attend and participate in events, conferences, workshops and meetings that are relevant to the position.
- Provide in-service for staff as required.
- Keep required records.
- Adhere to the Division "code of ethics".
- Comply with all applicable laws and Board policies.
- Adhere to any and all statutory Acts, Regulations or By-Laws relating to the field of human resource management.
- Other duties as assigned from time to time by the Superintendent of Human Resources.

**Judgment, Independence & Client Contact:**

- Confidentiality

- The Human Resources Officer is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
  - The Human Resources Officer is expected to work independently, take initiative and be responsible for quality of assigned work.
- Working Jointly with Other Staff on Common Assignments or Tasks
  - This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.

Director Approved: December 16, 2014.