



**Chilliwack
School District**

Partners in Learning!

HUMAN RESOURCES MANAGER Continuing, Full-Time

The Chilliwack School District is seeking applications for the excluded position of Human Resources Manager. Reporting to the Assistant Director of Human Resources, the successful applicant will provide leadership in supporting a wide range of Human Resource services related to recruitment and selection, staffing, labour relations, training and development, performance management, wellness and disability management, and maintenance and administration of HR policies and procedures within their portfolio of assigned schools and departments. The Human Resources Manager is a member of the dynamic team providing human resources support and guidance within the Chilliwack School District.

THE COMMUNITY AND SCHOOL DISTRICT

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver on the on the Stó:lò unceded traditional territory of the Pilalt, Sema:th and Ts'elxwéyeqw tribes. Chilliwack is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its effective collaboration with community, parents, students and employee groups. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose. The District has approximately 14,000 students with approximately 2000 employees, and an operating budget of \$154 million.

THE POSITION

The Human Resources Manager will be responsible for the following:

- Provide support in an advisory role to supervisors within their portfolio for routine performance management and discipline, attendance support, staffing, leaves of absence, and HR policy and procedure
- Oversight of disability management and leave management process for teaching and support staff within their portfolio
- Provide labour relations support within their portfolio, including collective agreement interpretation and advice, managing grievances, and conducting investigations
- Delivery of job evaluation, attendance support, performance evaluation, wellness, diversity and inclusion and other district-based programs
- Manage recruitment strategy for replacement staff, including oversight of recruitment and selection process and research of best practice recruitment methods
- Perform research, collect data, and prepare reports on areas of the human resource functions such as attendance, recruitment, retention and engagement
- Plan, prepare and implement new and amended human resources policies and administrative procedures
- Participate in district-based committees
- Coordinate and deliver orientation to new employees
- Design and implement training and development programs
- Liaise with the Health and Safety Manager for projects and programs related to occupational disability management and WorkSafe BC claims management



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THE APPLICANT

Preference will be given to applicants who possess:

- Post-secondary degree in Human Resources Management, Business Administration, Social Sciences or a related field
- Minimum 3 years' experience in a Human Resources management/advisor role
- Current knowledge and experience of HR best practice related to recruitment and selection, employee and labour relations, performance management, disability management, engagement and training and development
- Experience in a diverse, multi unionized organization
- Excellent conflict resolution and people management skills
- Adept at handling confidential and sensitive information and documents
- Strong leadership, communication, and interpersonal skills
- Effective organizational skills with the ability to prioritize, work independently, and manage a fast-paced environment
- Extensive experience with Microsoft Office Suite and standard business software applications
- Canadian Human Resources Professional certification preferred
- Experience in an educational setting would be an asset

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by 4:00 pm, **Friday, November 11, 2022**. Interested applicants must apply electronically through www.makeafuture.ca/chilliwack to: **Nadine Clattenburg, Assistant Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4 Phone: 604-792-1321**