



## Chilliwack School District

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley, is one of a few growing school districts in the province. The District is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 14,500 students and employs around 2,100 dedicated employees. Here, you'll find a diverse, inclusive, and forward-thinking team committed to creating a safe, caring, and healthy learning and working environment. Embracing our core values of Inclusion, Diversity, Kindness, Equity, and Innovation, we collectively strive to meet the present needs of our students, employees and community, while remaining flexible to anticipate and respond to future priorities. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

## About the Position

The Chilliwack School District is seeking an experienced and strategic Human Resources Manager to join our dynamic team. Reporting to the Assistant Director of Human Resources, the Human Resources Manager will play a key role in overseeing and managing human resources functions across the district, ensuring alignment with our strategic goals and core values.

## Core responsibilities include:

- **Talent Acquisition:** Lead the recruitment and selection process for replacement teaching staff, implementing best practice recruitment strategies.
- **HR Advisory Services:** Provide expert advice to school and department supervisors on performance management, employee discipline, attendance management, annual staffing, workforce planning, and HR policies.
- **Disability and Accommodation Management:** Oversee disability management and workplace accommodation processes for teaching and support staff.
- **Labour Relations:** Manage labour relations, including collective agreement interpretation, grievance resolution, and conducting investigations.
- **Program Management:** Administer and deliver HR programs such as job evaluation, attendance support, performance evaluation, wellness, and diversity and inclusion initiatives.
- **Data Analysis and Reporting:** Conduct research, analyze data, and prepare reports on HR metrics such as attendance, recruitment, retention, and employee engagement.
- **Policy Development and Implementation:** Develop, implement, and update HR policies and procedures.
- **Committee Participation:** Actively participate in district-based committees to support organizational goals.
- **Onboarding:** Coordinate and deliver comprehensive orientation programs for new employees.
- **Training and Development:** Design and implement effective training and development programs to enhance employee skills and performance.

**Salary Range:** \$96,420 to \$120,526, commensurate with experience and SD33 compensation guidelines

## Are You the Ideal Candidate?

Join us as a pivotal member of our Human Resources team, where you will champion our District's Vision, Mission, and Values through strategic HR leadership. Your role will focus on providing expert advisory services, implementing high-quality recruitment strategies to attract high-quality candidates, and fostering an inclusive, equitable work environment. With your proactive approach, strong leadership, exceptional communication skills, and strong background in human resources and labour relations, you will contribute to the success of our diverse learning community.

## Qualifications

- Bachelor's degree in Human Resources Management, Business Administration, Social Sciences, or a related field
- Chartered Professional in Human Resources (CPHR) designation
- Minimum 5 years of progressive experience in human resources and labor relations
- Extensive experience in managing employee and labor relations, performance management, disability management, employee engagement, training and development, and workforce planning
- Proven track record in recruitment and selection within professional and regulated industries
- Experience in a diverse, multi-unionized organization; experience in public education or a similar sector is an asset
- Strong conflict resolution and people management skills
- Demonstrated ability to handle confidential and sensitive information with discretion
- Excellent leadership, communication, and interpersonal skills
- Superior organizational skills with the ability to prioritize tasks, work independently, and thrive in a fast-paced environment
- Proficiency with Microsoft Office Suite and standard business software applications

## How to Apply

If you're ready to support human resources strategies, foster positive environments, and be a key player in supporting our employees to achieve the best possible student outcomes, we encourage you to submit your application today. The application deadline is **July 2, 2024**.

To apply, please visit [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack).

For any questions or further information, please email [careers@sd33.bc.ca](mailto:careers@sd33.bc.ca)

***Chilliwack School District is committed to diversity and inclusion, and encourages candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority and/or a person with a disability to apply for all positions within the School District.***

