



# Position Advertisement

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## **POSITION**

**Job Title:** **Human Resources Manager**  
**Job Advertisement #:** 2019WSD026  
**Type of Position:** Support  
**Job Type:** Full-Time; Permanent  
**Location:** Division Office  
**Date Posted:** June 4, 2019  
**Start Date:** Immediately  
**Closing Date:** This position will stay open until a suitable candidate may be found.

## **DESCRIPTION**

Working in the division office, the Manager of Human Resources is a key leadership role in Western School Division. The HR Manager will develop and implement HR priorities for the division to ensure people needs are met and are aligned with operational requirements. This role participates in division wide HR programming and works to implement those programs within the division. This role has additional management responsibilities in Safety & Health, Training & Development, and other areas within the division as required by operations.

### **As the *Human Resources Manager* you will:**

- Participate in the development of strategic Human Resources initiatives to improve future operations and achieve the long term divisional goals.
- Lead the division in the delivery and implementation of HR programs including:
  - Recruitment;
  - Diversity, Inclusion, and Accessibility;
  - Training & Development;
  - Compensation & Classification;
  - Total Rewards & Benefits;
  - Supportive Employment Services (Wellness);
  - Labour Relations.
- Provide oversight and leadership on all matters relating to labour and employee relations issues (grievance/arbitration handling), implement labour relations programming, and consult with MSBA Labour Relations and Legal Counsel.
- Other duties as required.
- Lead and direct the Human Resource team (direct & indirect reports).

### **Your education and qualifications include:**

- Post-Secondary Training with a specialization in Human Resources Labour Studies, Public or Business Administration, or an equivalent combination of education, training, and experience may be considered.
- 5 years of progressive experience in HR:
  - A minimum of 3 years working in a complex unionized environment;
  - Labour/employee relations including progressive discipline, grievance process and handling, performance management, and complex workplace investigations;
  - Thorough knowledge of and ability to interpret and administer collective agreements.
- Ability to be an effective team player, measure and hold others accountable, identify competency gaps, create a plan for improvement, and work toward divisional goals.
- Experience in the areas of:
  - Recruitment and selection;
  - Compensation and classification including job analysis and job description development;
  - Supportive employment services including return to work, disability management, and duty to accommodate.
- Critical thinking skills with the ability to exercise good judgment, solve problems quickly and effectively, and resolve people issues related to health & safety and staff emergencies.
- Experience leading, developing, implementing, and providing advice on workplace policy, administrative standards, HR programs, and procedures that assist with employee management.
- Experience advising, educating, and supporting leaders in coaching their staff.
- Experience supporting and working with the divisional Health & Safety program.

- Sound knowledge of HR legislation including but not limited to Employment Standard Code, Labour Relations Act, Human Rights Code, Workplace Safety and Health Act, Freedom of Information and Protection of Privacy Act, Personal Health Information Act, Accessibilities for Manitobans Act.
- Knowledge and experience with education and government specific legislation, including but not limited to the Public Schools Act and the Education Administration Act, preferred.
- Working with MSBA Labour Relations to prepare cases for arbitration, prep witnesses, and support staff involved.
- Demonstrated ability to work through conflict based situations and negotiate outcomes as needed.
- Experience working with other divisional staff to deliver solutions that improve efficiency in the division and help to manage the workforce. This includes familiarity with Employee Information Systems.
- Excellent computer skills including Microsoft Office products with the ability to learn other divisional systems as needed.
- Exceptional interpersonal skills and the ability to develop and maintain respectful and effective working relationships at all levels in the organization, with internal and external stakeholders, and with unionized and non-unionized partners.
- Strong verbal, written, and presentation skills with the ability to summarize and present information clearly to deliver sensitive or difficult messages, and to ensure understanding.
- Organizational and time management skills with the ability to work under pressure, adapt to unforeseen changes and interruptions, and ensure work priorities and deadlines are met in a high-volume environment.
- The ability to handle information with accuracy, security, and confidentiality.
- Strong business and political acumen skills with an understanding of the unique nature of working within the public sector.

The successful candidate will also be required to travel throughout the region. Therefore, a condition of employment is that the incumbent must possess and maintain a valid full Manitoba Class 5F driver's license and an all-purpose insured vehicle with appropriate liability insurance; an equivalent method of transportation to meet the travel requirements will be considered.

### **HOW TO APPLY**

Please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca) and complete the [Employment Application Form – Non-Teaching](#), and submit along with references to:

Western School Division  
 Attn.: Human Resources, Job Advertisement #2019WSD026  
 Unit 4-75 Thornhill Street  
 Morden, Manitoba R6M 1P2  
 Fax: 204.822.4262  
 Email: [hr@westernsd.mb.ca](mailto:hr@westernsd.mb.ca)

*Additional information about the Division and its schools is available online at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), Schools tab.*

*We thank all for applying but only those selected for further consideration will be contacted.*