



Director of Human Resources – qathet School District (School District 47)

The District

qathet school district is seeking an experienced human resources professional for the position of Director of Human Resources, effective April 1, 2024, or a mutually agreeable date.

qathet School District is situated on the northern tip of the Sunshine Coast encompassing the City of Powell River and qathet Regional District. The district, and its over 400 employees, proudly serve approximately 3,400 students in five elementary schools, one remote island elementary school, one online learning school, an alternate school, and one secondary school.

The district is guided by its [Strategic Plan](#), developed for the period 2023-2028. The plan centers students' needs – their learning, well-being, and voices – in programming and supports at schools, operations, and management by staff as well as decisions by the Board.

The district has a strong Equity Statement, and the Director of HR will play an integral role to achieving the commitments contained therein.

The Lifestyle

Combining the natural beauty, amazing outdoor recreation opportunities associated with the Powell River lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.



Creating Brighter Tomorrows for All

We express our respect for and gratitude to the Tla'amin peoples whose traditional and treaty territory qathet School District resides on. We recognize the ongoing impacts of colonialism and are committed to our own learning and unlearning while courageously working towards decolonization and indigenization through truth, healing, celebration and reconciliation.



The Position



Reporting to the Superintendent, the Director of Human Resources provides a range of professional human resources services with a focus on recruitment, employee relations, administration of collective agreements, grievance resolution, collective bargaining, and arbitration preparation and presentation.

The Director of Human Resources recognizes that positive working relationships between management, employees, and unions results in a healthy and productive work environment which facilitates success for all learners.

Specific responsibilities:

- Provide expert advice and support to management staff regarding collective agreement interpretation, labour relations practices and employee management procedures for all union groups and exempt staff.
- Manage recruitment, selection, onboarding and orientation procedures for new teachers, support staff, management, and exempt staff.
- Prepare grievance reports; preparation for arbitrations and communication with counsel as needed. Planning, conducting and summarizing employee misconduct investigations.
- Provide reports and notes for collective bargaining and participation in bargaining committees.
- Oversight of the requirements of Occupational Health and Safety.
- Attends, and participates in formal meetings as required, including Administrator meetings, Labour/Management meetings, JEIS meetings, Job Evaluation Committee meetings, Rehab/Health Committee meetings, Wellness Committee meetings.
- Oversight and expertise with PowerSchool's atrieve ERP.

Salary and Benefits

This is an exempt position with an annual base salary range of \$114,000 - \$127,000 complemented with a generous benefit package which includes health, vacation benefits and enrolment in the Municipal Pension Plan.

Application Submission

Interested qualified applicants should apply with a cover letter and resume which must include two professional supervisory references familiar with your professional performance. Please also include supporting documents and transcripts. Completed applications are to emailed by **3:00 PM PDT, March 1, 2024**, to hr@sd47.bc.ca

Desired Qualifications

- ✓ An undergraduate degree or diploma in business administration, labour relations, human resource management or other relevant areas or an undergraduate degree in education with some human resources experience or significant experience in human resources in a public school district.
- ✓ A minimum of two to five years of experience as a strategic and progressive senior labour relations practitioner with specific experience in a large multi-union public sector organization, ideally in the public education sector.
- ✓ Demonstrated understanding of human resources and labour relations practices and an ability to interpret applicable collective agreements and/or various rights related legislation.
- ✓ Demonstration of successful interest-based collective agreement negotiation, grievance and conflict resolution, and innovative solutions.
- ✓ Track record of proactively creating consultative and collaborative partnerships with internal and external stakeholder groups.
- ✓ Proven analytical, written, and oral communication skills with an ability to concisely articulate and write with clarity and purpose.
- ✓ Well-organized, self-starter with a demonstrated ability to be resilient and to work as an efficient team leader in establishing priorities, achieving goals and objectives when faced with varied and conflicting demands.
- ✓ Demonstrated ability in the use of computer software and technology.
- ✓ A CPHR designation is an asset.

The successful applicant will be required to successfully complete a criminal record check.