



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

Quantum Management Services' Executive Division has partnered with the Renfrew County Catholic District School Board in an executive search for a **Manager of Human Resources Services**.

Located in Eastern Ontario, approximately 100 km northwest of Ottawa, the Renfrew County Catholic District School Board has 22 schools (20 Elementary and 2 Secondary Schools) in 16 communities, in which the majorities are rural. The Board is comprised of both unionized and non-unionized employee groups.

With the understanding and commitment to the philosophy of Catholic education, the Renfrew County Catholic District School Board is seeking the expertise of a senior level Human Resource professional to provide leadership, strategic direction with "hands-on" approach and vision.

RESPONSIBILITIES

Reporting to the Superintendent of Business Services, the Manager of Human Resources Services is responsible to manage the operations of the Human Resources Services Department. Responsibilities include HR processes, HR information systems and managing a team of 3 Human Resource Assistants. Interacting daily with with Senior Management, Principals, Managers and Board departments you will provide on-going advice, consultation with respect to personnel, staffing, labour relations, collective bargaining, arbitration, grievances and related board initiative/projects. In addition, ensure the Boards' compliance with policy, legislative requirements and collective agreements.

QUALIFICATIONS

- University Degree preferably in Human Resources, Labour Relations and/or Business
- Minimum seven years of progressive related experience in Human Resources with a unionized employer preferably in the education or public sector, including related management experience are non-negotiable
- CHRP designation is an asset
- Knowledge of the school board sector is an asset
- Awareness to potential political sensitivities
- A sound working knowledge of Attendance Support programs, Labour Law, Employment Standards Act, the Human Rights Code and the Education Act
- Strong facilitation, conflict resolution, employee/labour relations and negotiation skills
- Proven analytical, evaluative and problem solving skills
- Strong networking skills with internal and external partners
- Strong proficiency using Human Resources Management Systems, word-processing and spreadsheet applications
- Sound strategic planning and project management experience
- Sound budgetary and financial accountability skills
- Understanding of and commitment to the philosophy of Catholic education

A competitive compensation package including excellent benefits and pension is offered.

The original of a current, satisfactory Vulnerable Screening Criminal Background Check will be required prior to the commencement of employment.

For more information please contact Cindy Larocque CPC, Recruitment Director or email resume in confidence to cindy.larocque@quantum.ca. Deadline for submission of resumes is **May 23th** however we encourage application ASAP, as pre-screen interviews are currently taking place.

Quantum Management Services
613-369-5371 ☐ www.quantum.ca