



**Posting #**

**11803**

**MANAGEMENT POSITION AVAILABLE**

**English School Board**

2024-2025 school year



<b>Position :</b>	Director of Human Resources
<b>Place of work :</b>	Board Office - Québec (QC)
<b>Job status :</b>	Regular Full Time (100%)
<b>Immediate supervisor :</b>	Assistant Director General
<b>Starting date :</b>	March 31, 2025
<b>Salary scale :</b>	Remuneration and working conditions are in accordance with the Regulations respecting certain conditions of employment of senior staff of school boards.

**CANDIDATE PROFILE**

As Director of Human Resources, you can mobilize your team around the school board's orientations and objectives, through your daily actions, your authentic communication, your caring attitude and your ability to navigate complex situations.

Your mobilizing leadership is based on your ability to establish a clear and shared vision of human resources management, your sensitivity to the importance of work climate and your ability to value the expertise of your team members.

You are a reference when it comes to the various laws and regulations governing labor relations and human resources management. You establish and maintain constructive and respectful relations with your union counterparts in order to facilitate the implementation of win-win solutions.

You always demonstrate strong professional ethics, by your integrity, judgment and discretion.

As a member of the Administrative Council, you actively contribute to the development of the school board's strategic planning.

**SOME KEY RESPONSIBILITIES AND DUTIES**

Reporting to the Assistant Director General, the Director of Human Resources will:

- Be responsible for planning, organizing, directing, controlling and evaluating the development, the implementation as well as the on-going improvement for all programs, activities and resources pertaining to Human Resources, including Remuneration and Employee Benefits.
- Provide leadership in the development, delivery and management of effective human resources services.
- Be a member of the Administrative Council and contribute to the development of the School Board Strategic Plan, yearly objectives, etc.
- Provide advice and expertise to Administrators on all matters related to the management of human resources programs, labor relations issues, negotiations, remuneration and benefits, health and security in the workplace, etc.
- Lead the Human Resources Team, foster effective teamwork, see to the equitable distribution of roles and responsibilities in the service as well as oversee the efficient and effective day-to-day operations of the service.
- Monitor performance outcomes of HR staff as well as provide opportunities for professional development and specific training.
- Monitor the HR budget and related expenses as per the approved budget.
- Oversee the monitoring of the approved staffing plan as well as specific measures and related budgetary expenditures.
- Participate in various local and provincial committees and working groups as they relate to Human Resources.
- Prepare reports and information for the School Board and serve as liaison in all matters concerning the management of Human Resources.
- Undertake special projects, such as organizational survey or school climate surveys, staffing projections, etc.



## REQUIRED QUALIFICATIONS

- Undergraduate degree in a relevant field of studies (Management of human resources, industrial relations) certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under minimal qualifications.
- Eight years of relevant experience.
- Sound knowledge of oral, written and reading skills in English and in French.
- Strong leadership skills and the ability to articulate a clear vision toward the management of human resources services.
- Commitment to high professional standards and ethics, discretion and sound judgment.
- Current and sound knowledge of the various laws and regulations governing labor relations and the field of human resources.
- Ability to rally people and groups (team mobilization) around the overall responsibilities of Human Resources as well as work cooperatively with different stakeholders.
- Sound communication and interpersonal skills to respond to numerous sensitive and confidential issues and/or situations.
- Proven conflict resolution and problem-solving skills and the ability to think strategically to make clear decisions which are timely and in the best interest of the school board.
- Excellent organizational, management and supervisory skills, namely the ability to set priorities, develop work schedule, monitor progress towards goals, track details, data, information and activities.

**All interested candidates are asked to forward their application by March 17, 2025 at 4:30 p.m.**

**By email : [hrmanagement@cqsbc.qc.ca](mailto:hrmanagement@cqsbc.qc.ca)**

*Mention the posting number on the subject line of your email and on your resume.*

*An acknowledgement of receipt will be returned to your email address.*

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.

The Human Resources Department