



**Human Resource (HR) Manager
Human Resource Services**

Title

Human Resource (HR) Manager, Human Resource Services

Scope of Responsibilities

The Human Resource (HR) Manager, Human Resource Services operates as part of a Client Service team and is the primary point of contact for School Administrators and Supervisory Staff for the delivery of a broad range of human resource services such as staffing, contract interpretation, support of return to work/accommodation, performance management, investigations and discipline. The HR Manager is also required to participate in collective bargaining, participate in various committees and working groups as well as the development and implementation of HR processes, policies and procedures affecting all employees of the Halifax Regional Centre for Education. Acting as a resource to all Departments within the Centre, the HR Manager will support professional development activities to promote and enhance human resource leadership and encourage best practices for delivering services to employees. Working collaboratively within the Halifax Regional Centre for Education, the HR Manager will demonstrate a strong commitment to the Student Success Planning process in support of student learning and reports directly to the Coordinator, Human Resource Services.

Competencies Required

The HR Manager, Human Resource Services for the Halifax Regional Centre for Education shall have the following competencies:

- (a) The ability to demonstrate and apply leadership skills and expertise in all areas of human resource management;
- (b) The ability to analyze human resource issues, formulate and implement effective recommendations;
- (c) The ability to develop policy and process recommendations for implementation that result in improvements to human resource services;
- (d) The ability to promote and demonstrate quality front line customer service;
- (e) The ability to demonstrate effective training and presentation skills for a variety of training and development opportunities;
- (f) The ability to work collaboratively in a team environment and establish effective working relationships with others throughout the Centre;
- (g) The ability to demonstrate sound decision making, in accordance with collective agreements, processes, best practices and in accordance with the goals of the Halifax Regional Centre for Education and Human Resource Services team;
- (h) The willingness to support the development of staff within the Human Resource Services Department;
- (i) The ability to manage and prioritize multiple tasks in a demanding, fast paced environment;
- (j) The ability to advise on matters relating to human resources such as recruitment and selection, labour relations, collective bargaining, employee discipline and discharge, and performance management;
- (k) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with school, staff and external groups such as government agencies;

- (l) The ability to maintain, in strictest confidence, information received concerning confidential matters such as labour relations between the Centre and its unions, grievances, contract interpretation, contract negotiations, arbitrations, legal issues, staffing and recruiting, performance management, progressive discipline and any other information deemed to be of a confidential nature;
- (m) The ability to solve problems and mediate conflict;
- (n) Strong inter-personal, oral and written communication skills;
- (o) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding and human rights;
- (p) The desire and ability to engage in continuing education and professional development.

Qualifications

- (a) Undergraduate degree at the university level with a concentration in a human resource discipline or equivalent obtained through training and experience;
- (b) Minimum five (5) years experience in the human resources field providing a broad range of services, preferably in a large, unionized environment;
- (c) Working knowledge of employment legislation, including but not limited to the Nova Scotia Labour Standards Code and Human Rights Act.

Specific Job Components

The HR Manager, Human Resource Services shall perform those tasks assigned by the Coordinator, Human Resource Services. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Collaborate with and provide expertise, including coaching and advice, to School Administrators and Supervisory Staff in all departments on matters relating to human resource services;
- (b) Communicate with staff responsible for processing employment documentation and provide appropriate authorization as required;
- (c) Actively demonstrate a leadership role within the Human Resource Services team, including participation in organization-wide initiatives and support of improved client service;
- (d) Contribute to and/or lead the review, revision, introduction and implementation of new or updated HR policies, guidelines and processes;
- (e) Manage and facilitate staffing procedures for all employee groups;
- (f) Participate in and contribute to Family of Schools and Principals' meetings;
- (g) Participate in various committees and working groups;
- (h) Interpret and administer collective agreements;
- (i) Participate in the collective bargaining process as required;
- (j) Provide guidance and support in, and conduct, investigations dealing with employee conduct;
- (k) Provide professional development training on matters relating to human resources;
- (l) Participate in teaching and non-teaching recruitment initiatives;
- (m) Other duties as required.