



STRATHCONA-TWEEDSMUIR SCHOOL

Position:	Human Resources Specialist
Reports to:	Executive Director of Finance and Operations
Position Group:	Administration/Operations
Status:	Full Time

Human Resources Specialist

If you are looking for an exciting opportunity to be a key contributor and leader in the educational environment, you will need to be flexible and able to adapt as the role evolves. You are an energizing, versatile and strategic HR leader that has the ability to see the big picture and develop the fundamental HR best practices. As a proven leader, you thrive on finding and delivering on solutions to challenges versus executing HR for HR's sake.

In this newly created and expanded role, you will work closely with the Senior Leadership Team and be accountable for all aspects of the Human Resources functionality. Examples include, but are not limited to: 1) HR transactional and inquiry services (staffing (recruitment, selection and retention) and resource management, onboarding support, policy interpretation, leave management); and 2) business advisory support (workforce planning, progressive discipline and termination support, dispute resolution, and investigations).

The Specialist also leads and supervises activities in the areas of HR policy development and deployment; standards, templates and records management; and HR auditing practices. The Specialist will also lead and champion a team of professionals to ensure quality HR services are effectively meeting the needs of the School and delivering on its commitment to its employees.

Responsibilities and Accountabilities

- Collaborate with the Senior Leadership Team to achieve hiring and policy objectives.
- Develop succession plans for all roles within the organization.
- Advise Principals, Directors and other leaders on workforce solutions, emerging trends, issues, risks and opportunities for organizational development and improvement.
- Collaborate with the CEO to assess the short/long-term workforce requirements of the school and support the school in identifying high potential individuals, as well as implement career development plans to enable employees to increase their skill levels.
- Develop, recommend, communicate, and evaluate HR and Compensation policies and procedures, guidelines and templates to meet operational and employee needs.
- Develop, implement and maintain compensation and benefits program.
- Monitor organization for compliance with internal human resource policies and practices, and with relevant labour and employment legislation.
- Develop and monitor HR budget, goals and action plans.
- Coordinate the hiring of all employees.
- Establish standards, practices and a framework of policies, procedures, practices and methods for all reporting areas to support and optimize a streamlined, integrated and consistent service delivery model.



- Implement the necessary controls to identify and mitigate risks in all areas of accountability; and alert the CEO and the Executive Director of Finance and Operations to critical issues as they emerge, making recommendations for action.
- Lead and manage HR related investigations; develop and maintain HR hot-line capabilities and an investigation program.
- Use relative HR metrics to identify, analyze and report on trends. Recommend strategic actions to support the school.
- Provide leadership, direction and general management of the HR program, including selection, coaching, mentoring, development, performance management, employee relations and all other people management practices.
- Coordinate the review and organization of school policies and handbooks.
- Develop and maintain contracts with HR vendors and temporary employees, as needed.
- Work with external legal counsel and other subject matter experts, as requested by the CEO.
- Establish on-going communication and foster collaboration within the school to synergize and share best practices, identifying learning opportunities.
- Other related duties as assigned by the CEO and/or Executive Director of Finance and Operations.

Position Requirements

- Strong business and organizational acumen with regard to Human Resources' value.
- Proven record of accomplishment of executing excellence.
- Demonstrated ability to work collaboratively with other departments and business partners in order to streamline operations and facilitate exceptional employee support.
- Deep knowledge of Human Resources practices and standards; demonstrated ability to provide solutions in a complex and employee focused environment.
- Proven ability to advise and collaborate with senior leadership.
- Experience conducting harassment and other workplace investigations.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills with a passion for data (analyzing and acting on it), reporting results and telling stories.

Education Requirements

- Certified Professional in Human Resources (CPHR) certification is preferred.
- Relevant experience in Human Resources.
- Experience in a CAIS school is desirable.

Knowledge Requirements

- Comprehensive knowledge of provincial employment standards.
- Comprehensive knowledge of the Alberta Security Services and Investigations Act and Policies.
- Comprehensive knowledge of Public Works Canada Security Program, Human Rights Legislation and Provincial Privacy Acts.
- Comprehensive knowledge of prevention of workplace harassment, bullying and violence.
- Strong knowledge of the Alberta Health and Safety Regulations.
- In-depth knowledge of the government and industry HR Management policies and procedures.

HR Specialist
November 2018

