



Lakeland Catholic School Division

Christ Our **Model**. Children Our **Focus**.

Lakeland Catholic School Division

is accepting applications for

Coordinator of Human Resources and Wellness

Full-Time - 35 hours/week

Position:

12 month out-of-scope contract position.

Overview:

The Lakeland Catholic School Division invites applications for a Coordinator of Human Resources and Wellness within a Catholic rural school division. The successful candidate will be a strategic thinker responsible for leading the HR team in delivering a full range of human resources and wellness services on behalf of the Division. Leadership will be provided in the areas of HR policies, procedures and legislated requirements, collective bargaining negotiations, HR information systems, organizational development and job design, workforce analytics, recruitment and retention, compensation, performance management, labour and employment relations, leaves of absence, workforce accommodation and managing attendance.

Duties:

Reporting to the Deputy Superintendent, duties will include but are not limited to:

- Promote a productive organizational culture that contributes to strong employee engagement, values diversity, trust and respect for individuals and their contributions.
- Understand and adapt human resources best practices processes to the unique needs of the education environment.
- Perform and coordinate personnel and related wellness policy reviews and analysis.
- Ensure compliance with all legislative requirements (federal and provincial).
- Responsible for overseeing the hiring, and supervision of staff.
- Participate in recruitment and selection, transfers and performance evaluations.
- Provide guidance and support to the Division in the application of corrective or disciplinary action.
- Create personnel forecasts for future organizational changes and needs.
- Execute personnel programs that support internal equity and competitiveness and wellness.
- Develop and manage the personnel budget.
- Plan, develop, implement and evaluate personnel and labour relations strategies.
- Develop and analyze reports regarding benefit costs, turnover and absenteeism.
- Ensure processes are in place for efficiency of the personnel department.
- Provide direction to staff for personnel related issues.
- Contribute to development of leadership through focused strategies.
- Contribute to development of a wellness culture through focused strategies
- Provide guidance for change management initiatives.
- Investigate and provide resolutions for employee relations problems as designated.
- Presents HR matters to the Board of Trustees and stakeholders.
- Perform other duties as may be required or assigned by the Superintendent or designate.

Knowledge, Skills, and Abilities:

- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to always deal with people sensitively and professionally.
- Excellent knowledge of all human resources competencies.
- An understanding of current trends, developments in Pre-K to Grade 12 education would be a definite asset.
- Ability to design and deliver training and professional development.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.

Knowledge and previous experience in the following areas are key to this position:

- Previous HR experience with specific experience managing the full recruitment cycle.
- Post-secondary certificate, diploma or degree in Human Resources or related field.
- Knowledge of employment standards and labor law.
- Exceptional writing, attention to detail and communications skills.
- Self-motivated, organized and maintains a high degree of confidentiality.
- Demonstrated success handling daily requests/changes and the ability to pivot.
- Background or experience in education is considered an asset.

The Coordinator will be reporting to the Deputy Superintendent.

Applications and/or detailed resumes should be forwarded to:

Chantel Axani

Deputy Superintendent, Human Resources
Lakeland Catholic School Division

4810 - 46 Street, Bonnyville, AB

Phone: (780) 826-3764

Email : caxani@lrcssd.ca

This position will remain open until a suitable candidate is found



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