

AVAILABLE POSITION HUMAN RESOURCES OFFICER (Temporary, 18-month contract)

Responsibilities

- Support and guide leaders and staff within the Human Resources capacity using sound knowledge, experience, practices and principles
- Facilitate and support the recruitment, selection and onboarding process and assist with the placement of staff
- Provide expertise and support in labour relations including understanding, interpretation and administration of applicable collective agreements
- Facilitate and establish effective management/union relations including assisting with administration of the grievance process
- Provide responsive, friendly and knowledgeable support to employees regarding inquiries on policies, practices, programs and processes relating to the employee experience
- Carry out other duties as assigned

Qualifications and Experience

The successful candidate shall possess the following qualifications and experience:

- Degree or diploma in Human Resources Management or Business Administration
- Minimum of 5 years progressive experience in Human Resources with a sound knowledge of Human Resources Management practices and related legislation.
- Demonstrated labour relations experience including interpreting and administering collective agreements
- Demonstrated computer skills and familiarity with HRIS
- A high attention to detail with the ability to act with discretion and confidentiality
- CHRP designation would be an asset

Skills and Abilities

The successful candidate shall possess the following skills and abilities:

- Ability to work well as part of a team and build strong relationships but also work autonomously
- Excellent interpersonal and decision making skills
- Ability to identify and solve problems in a structured and analytical way

- Highly motivated with sound organizational skills
- Adapt to changes in the work environment, manage competing demands and be able to deal with frequent change, delays or unexpected events
- Demonstrate accuracy and thoroughness and monitor own work to ensure quality

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to hr@lakeheadschoools.ca

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

We welcome applications from all qualified candidates.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. Monday, December 2, 2024.**