



HUMAN RESOURCES MANAGER

The Greater Victoria School District provides public educational services to over 20,000 students in the Greater Victoria area. To provide this service, the District has an operating budget of \$208 million and approximately 3500 employees; which include teachers, administrators, support staff, psychologists, speech and language pathologists and exempt managerial staff.

Reporting to both the District Principal and the Associate Director of Human Resource Services, the Human Resources Manager will deliver a range of professional human resource services that support the District's commitment to ensure successful student learning. The incumbent will have experience in a variety of HR employee and labour relations issues focusing on staffing, recruitment, investigations, grievance handling and job evaluation.

As a key member of the HR team, the successful applicant will possess the ability to provide guidance in best practices to school principals and various administrative staff. The ability to build and maintain effective working relationships and to resolve issues in a consultative manner are vital to this position. The successful applicant will have proven conflict resolution and negotiation skills and will demonstrate excellent organizational and interpersonal skills that complement the ability to deliver innovative, customer-focused service. This position also requires the ability to work under pressure, individually and as part of a team.

The successful candidate will have a post-secondary diploma in Human Resources Management and a University degree in Business Management or Labour Relations. The candidate will have 5-7 years' Human Resources experience, preferably in a school district setting and/or in a large multi-union environment. The professional designation in Human Resources is an asset.

This is an exempt position with a competitive salary and a comprehensive employee benefits package.

Please submit a cover letter, resume and salary expectations to:

Human Resource Services
Greater Victoria School District No. 61
556 Boleskine Road, Victoria, BC V8Z 1E8
email: hrs@sd61.bc.ca

The competition will remain open until a suitable candidate is found.

School District 61 thanks all applicants for their interest, however, only those selected for interviews will be contacted.