
ROLE OF HUMAN RESOURCES MANAGER

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Human Resources Manager will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Human Resources Manager will report directly to the Deputy Superintendent - Human Resources, Staff Relations and Leadership Development and will have specific responsibilities for:

1. Human Resources Leadership
 - 1.1 The Human Resources Manager is viewed positively and has the support of those with whom they work most directly in carrying out their responsibilities.
 - 1.2 Actively demonstrates and subscribes to the practice of leadership.
 - 1.3 Monitors the achievement of the goals established for the department and the Division related to the duties of the position.
 - 1.4 Develops and implements a personal professional development plan for their ongoing professional improvement.
 - 1.5 Works to achieve goals approved by the Superintendent of Schools for the Division and the department.
 - 1.6 Plans, organizes, directs and evaluates the operations of Human Resources Department.
 - 1.7 Respects and adheres to the confidentiality of the role. Adheres to all FOIP regulations as laid out in the province of Alberta.
2. Human Resources Management
 - 2.1 Achieves the goals established for the Department of Human Resources.
 - 2.2 Administers collective agreements and personnel contracts.
 - 2.3 Advising or obtaining advice/research for the Superintendent and Senior Administration on the Division's personnel matters.
 - 2.4 Plan and conduct non-certificated new employee orientation/onboarding to foster a positive attitude toward organizational objectives.
 - 2.5 Serve as a link between management and non-certificated employees by handling questions, interpreting and administering CUPE collective agreements and helping resolve work-related problems.
 - 2.6 Attends all labour/management meetings as directed.

- 2.7 Supports the administration of the employee classification and human resources system for all professional staff (job descriptions, grid placements).
 - 2.8 Administers the employee classification system for all support staff (job descriptions, grid placements) as directed by the Deputy Superintendent.
 - 2.9 Administers and oversees the management and organization of employee personnel files.
 - 2.10 Administers the Employee and Family Assistance Program.
3. Personnel Management
 - 3.1 Assists with maintaining a system of personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leaves, promotion, discipline, demotion.
 4. Policy
 - 4.1 Provides support in the development of Board Policies and Administrative Procedures, as assigned by the Superintendent and Senior Administration.
 - 4.2 Ensures the application of Board Policy and Division Administrative Procedures as required in the performance of duties.
 5. Organizational Management
 - 5.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Deputy Superintendent's directives.
 - 5.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
 6. Communications and Community Relations
 - 6.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
 - 6.2 Investigates, and facilitates resolution of, concerns and conflicts of non-certificated staff.
 7. Superintendent and Senior Administration Relations
 - 7.1 Establishes and maintains positive, professional working relations with the Superintendent and Senior Administration.
 - 7.2 Respects and honours the Superintendent and Senior Administration Roles and Responsibilities, and facilitates the implementation of these.
 - 7.3 Provides information, which the Superintendent and Senior Administration requires, to perform their roles in an exemplary fashion.
 8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent and Senior Administration's expectations of the Division.
- 8.2 Exhibits a high level of personal, professional and organizational integrity.
- 8.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.

9. Other Duties and Obligations

- 9.1 Performs other duties and obligations as assigned by the Superintendent and Senior Administration.

References: Section 11,33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Teaching Profession Act

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