



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance
Our Vision Learning Without Limits...Achievement For All

Human Resources Advisor

Portfolio:	Human Resources
Reports Directly to:	Superintendent of Human Resources
Reports Indirectly to:	Deputy Director of Education Services and Director of Education
Indirect Reports:	1
Location:	Good Spirit Education Complex – Yorkton, SK
Salary Range:	HR Advisor Grid – 5 steps
Last Updated:	September 2, 2019

Profile

Guided by the Good Spirit School Division’s foundational statements, the Human Resources Advisor (Advisor) is a key resource responsible for delivery of human resource services in support of instructional and non-instructional staff. The Advisor will represent the Division in a positive, professional manner and serve as a primary point of contact to administration and staff in a variety of functional areas with emphasis on recruitment and selection, onboarding, employee and labour relations, employment leaves, workplace accommodation, reporting and general HR support. This position participates in preparation for negotiations, data collection and research, interpretation and administration of collective agreements and administrative procedures. The Advisor assists the Superintendent of Human Resources in fulfilling the general and specific aspects of his work as defined in the Education Act and Board Policy and will represent the Division in an ethical, positive and professional manner. This position works toward 4 strategic focus and long-term goals: Student & Family; Internal Process; People Capacity and Financial Stewardship. In collaboration with the Receptionist the Advisor oversees the administration of the Division’s substitute lists.

Without restricting the generality of the overview above, the Advisor shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Fiscal Responsibility

Role Expectations and Quality Indicators

RE 1.1 Creative thinking when seeking new ways to improve on service and/or increase efficiency. Thinking “outside of the box”.

QI 1.1 Presents at least one suggestion for consideration annually.

RE 1.2 Monitors and reports on absence management to identify workforce trends and/or issues, recognizing the need for financial stewardship. Works collaboratively with division staff related to attendance management, extended medical absences, and facilitates and oversees

workplace accommodations and return to work programs while maintaining confidentiality.

QI 1.2 Effectively administer absence management, preparing monthly reports, and identifying any concerns. Is knowledgeable in the duty to accommodate and sensitive to employee circumstances.

RE 1.3 Analyze and report on key demographic and workforce data to meet senior administrative council information needs.

QI 1.3 Ensure monthly reports are prepared and remitted in an accurate and comprehensive form. (i.e. HR Reports).

2. Personnel Management

Role Expectations and Quality Indicators

RE 2.1 Responsible for the administration of the hiring process, verifying staff qualifications, criminal record and vulnerable sector checks and seniority prior to hiring.

QI 2.1 Proficient in recruiting software, supporting needs of hiring managers and obtaining supporting documentation.

RE 2.2 Prepares offers of employment, amendments in a timely manner and monitoring of expiring contracts.

QI 2.2 Accurate offers of employment prepared within 48 hours of hire and monthly notices presented on expiring contracts.

RE 2.3 Monitor and track certification requirements of support staff.

QI 2.3 New employee is notified of requirements within 2 weeks and verification of enrollment within six months of hire. Annual monitoring of progress and status of completion in accordance with Administrative Procedure.

RE 2.4 Work with hiring managers to ensure staff are meeting job expectations, maximizing people capacity, and oversee timely and effective probationary and annual performance evaluation processes.

QI 2.4 Provide notification and track completion of performance evaluations in accordance with the AP reporting any areas of inconsistency.

RE 2.5 Plan and conduct new employee onboarding process to assist employees adjusting to their working environment and maximize their effectiveness.

QI 2.5 Within two weeks of hire, provide accurate information regarding new employee set-up.

RE 2.6 Maintain job description repository for all positions.

QI 2.6 Provide accessibility and make certain job descriptions are accurate, in the proper format, and are verified as accurate by the hiring manager prior to any jobs being posted.

RE 2.7 Participates in workplace investigations as required.

QI 2.7 Compiles information on identified employees, prepares interview guides and reports.

- RE 2.8 Assists administration and supervisors in evaluating and applying corrective discipline measures when necessary, ensuring the principles are applied in a consistent and non-discriminatory manner using excellent verbal and written communication skills.
- QI 2.8 Comprehensive understanding of the progressive discipline guide, obtaining all required information pertaining to case, and providing guidance on the application and preparation of the disciplinary correspondence.

3. Policy and Administrative Procedures

Role Expectations and Quality Indicators

- RE 3.1 Proactively serve as an Advisor on HR best practices to division staff involving complex problems and sensitive information, interpretation of AP's, collective agreements and legislation to ensure consistency and compliance. Initiating human resources process improvements and maintaining excellent customer service.
- QI 3.1 Presents accurate information and guidance in a consistent and clear manner within a 48-hour period.
- RE 3.2 Understand and interpret collective agreements. Assist in the collective bargaining process identifying areas of concern.
- QI 3.2 Consistent application of collective agreements and flagging articles that require amendment.
- RE 3.3 Knowledgeable of AP's related to human resources and provides input for amendments to HR Superintendent.
- QI 3.3 Demonstrated knowledge and consistent application of AP's. Review and identifying AP's that require updating every two years.

4. Leadership Practices

- RE 4.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they directly work most in carrying out assigned duties.
- RE 4.2 Provide general support for other duties as may be assigned by the Superintendent of HR.
- QI 4.1 Provides clear directions resulting in effective service and problem solving within areas of responsibility.
- QI 4.2 Establishes and maintains positive, professional working relationships with staff.
- QI 4.3 Exhibits a high level of personal, professional and organizational integrity.
- QI 4.4 Demonstrates a high commitment to the needs of employees and success of students.
- QI 4.5 Demonstrates punctuality and appropriate dress for a professional setting.
- QI 4.6 Maintains current on technological changes to effectively execute assigned duties.
- QI 4.7 Effective team member supporting the Division as required.

Qualifications

- Diploma in Human Resources management, organizational management or an equivalent combination of education and experience.
- 3 - 5 years related human resources work experience.
- Experience in recruitment, staffing, employment law, unions.
- CPHR designation considered an asset.

Knowledge, Skills and Abilities

- Ability to understand interpret collective bargaining agreements and employment legislation.
- Comprehensive understanding of HR best practices and trends.
- Provides guidance and clear direction demonstrating strong oral and written communication skills.
- Ability to work independently with minimal supervision and establish effective working relationships with all levels of staff in the organization.
- Ability to demonstrate sound judgment, discretion and decision making skills to ensure quality of work meets expected standards.
- Ability to independently initiate and organize projects to achieve efficiencies.
- Ability to work in a fast paced environment and effectively manage high volumes of work.
- Proficient in the operation of computers, HR software, Microsoft Office suite and other web based applications with strong research skills.
- Effective interpersonal and communication skills to deal with all people sensitively and professionally at all times (i.e., Board of Education, staff, public) and present a positive image of the Board and Good Spirit School Division.
- Effective time management skills with the ability to prioritize workload
- Goal oriented with an attention to detail and exceptionally high accuracy.
- Must maintain staff privacy and maintain strict confidentiality and security of all confidential information.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and operations to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in Director compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work. Demonstrates reliability and integrity on a daily basis.

