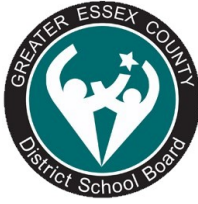


GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Gale Hatfield
Chairperson of the Board

Vicki Houston
Director of Education

Human Resources Officer

The Greater Essex County District School Board invites applications from interested, qualified individuals for the team-oriented, full-time position of Human Resources Officer. This is a full-time, non-bargaining (NBE) position within the Human Resources Department.

Nature & Scope of Position:

Reporting to the Superintendent of Human Resources/Coordinator of Human Resources Services, and as an integral member of the Human Resources team, the Human Resources Officer will assist with all facets of the Human Resources function with specific focus on:

- Administration of Collective Agreements, as well as various School Board policies and programs.
- Facilitation of labour management practices including Joint Union Management discussions and the grievance procedure.
- Recruitment, orientation, and staffing for employee groups.
- Providing guidance and support to Supervisors/Managers relative to employee performance, discipline, and Collective Agreement language.
- Providing reports and statistics to the Senior Management team.
- Supervision of Human Resources Secretaries.
- Other duties as assigned by the Superintendent and/or Coordinator of Human Resources Services.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.

Qualifications:

- A minimum of a 3 year university degree or community college diploma in Human Resources, Business or a related field.
- Certified Human Resources Leader (CHRL) designation is an asset.
- A minimum of 3 years of progressive Human Resources experience, preferably in the public sector and/or multi-union environment.
- The ability to multi-task, be committed to strict deadlines and possess time management and organizational skills.
- Superior interpersonal skills, communication skills and a high degree of discretion when dealing with confidential information.

- Intermediate knowledge of Microsoft products and experience with HR software applications.
- Knowledge of governing legislation including the Employment Standards Act, the Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.
- Supervisory experience is an asset.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting www.applytoeducation.com no later than **4:00 p.m., Monday, September 25, 2023**. Please note there is no fee to apply to this position. You must apply under the actual job posting number: **3594879** (under Management and Professionals). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to fnmicareers@publicboard.ca. **No other form of submission will be accepted by external candidates.**

Superintendent of Human Resources
Greater Essex County District School Board
451 Park Street West, Box 210
Windsor, ON N9A 6K1
Posting Number: 2023-128

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

We will make the necessary accommodations for applicants to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.