

## Catholic District School Board of Eastern Ontario

### HUMAN RESOURCES MANAGER

#### **ABOUT CDSBEO:**

The Catholic District School Board of Eastern Ontario serves eight (8) counties in the region including Lanark, Leeds, Grenville, Dundas, Stormont, Glengarry, Prescott and Russell Counties. The Board's jurisdiction covers an area of 12,165 square kilometers and includes 39 elementary and 10 secondary schools, including adult and alternative education programs. The Board provides Catholic education to more than 13,000 students and employs approximately 1,500 Teachers, Education Workers, and support staff.

#### **POSITION OVERVIEW:**

The Catholic District School Board of Eastern Ontario is looking to hire an experienced Human Resources professional to provide strategic leadership and oversight in the areas of Labour and Employee Relations, Human Resources Policy and Program Development and Facilitation, Recruitment and Selection, Compensation and Job Structure, Pay Equity, Occupational Health and Safety, Performance Evaluation Programs, Attendance Support and Disability Management, Employee Wellness Programs and other Workplace Initiatives.

Reporting to the Superintendent of Human Resources, the Human Resources Manager will play a vital role in advancing the Boards' vision, mission, values and strategic directions by acting as a facilitator of change and trusted advisor with the Executive Management Team, other Board departments, school principals and vice-principals, managers, and supervisors. The manager will ensure the Board's compliance with policy, legislative requirements and collective agreements and ensure operational goals and objectives are met.

#### **SKILLS, QUALIFICATIONS AND EXPERIENCE**

- University/College Degree(s) specialization in Human Resources, Industrial Relations, Business Administration or equivalent) in a related field;
- Human Resources professional designation (CHRP, CHRL or CHRE)
- Minimum 10 years of progressive experience in Human Resources with a unionized employer, preferably in the education or public sector, including leadership and management experience
- Superior interpersonal, communication, and organizational skills, an awareness of potential political sensitivities; demonstration good judgement, tact and discretion
- Lead by example demonstrating creativity, diversity achieving best results
- Excellent knowledge of Labour Law, Employment Standards Act, The Human Rights Code, The Education Act, the Occupational Health and Safety Act, the School Board Collective



- Bargaining Act, and the Labour Relations Act
- Demonstrated ability to provide sound advice, positively influence others, and build effective relationships
- Strong facilitation, conflict resolution, and negotiation skills
- Demonstrated analytical, evaluative and problem-solving abilities with the ability to propose integrated solutions to complex issues
- Proven project management skills with a demonstrated ability to manage multiple priorities and deadlines
- Strong proficiency using Human Resources Management Systems and other software programs
- Sound strategic planning, good business acumen and approaches with vision and long-term thinking
- Experience managing a budget; financial accountability
- Understanding of Catholic Education is considered an asset

#### **DUTIES AND REponsibilities**

- Provide direct supervision and guidance to a team consisting of the Assistant Manager of Human Resources, Coordinators of Human Resources (Teaching and Non-Teaching), Health and Safety Coordinator, Wellness and Disability Management Coordinator, Human Resources Officers, and other personnel
- Collaborate with the Superintendent of Human Resources to develop, implement and measure short-term and long-term strategic objectives that are aligned with the Board's priorities and vision
- Utilize equity, diversity and inclusion lens in all human resources strategies, policies, practices and processes
- Provide key support and coaching to principals, managers and supervisors on a wide range of issues and initiatives
- Responsible for stakeholder engagement throughout the Board, including building positive and constructive relationships with unions, management and employees
- Interpret and administer Collective Agreements and Terms and Conditions of Employment
- Lead negotiator for contract negotiations and grievance processes
- Provide oversight for Attendance Support and Disability Management
- Responsible for leading, supporting and managing all workplace investigations, including Harassment, Discrimination and Workplace Violence
- Develop, implement and maintain Human Resources policies, processes and procedures
- Lead talent management programs, including Performance Review cycle tracking, Individual Development Plans and Succession Planning
- Manage special projects, chair committees, implement actions and report to Executive Council and Board of Trustees
- Establish and manage the Human Resources operational budget
- Manage and promote a positive employee relations environment
- Perform other related duties as assigned

**SALARY RANGE:** \$131,147.00 to \$156,124.00 - The starting salary will be commensurate with the established qualifications and experience for the position.

A competitive compensation package is offered based upon experience, including an excellent benefit and pension plan.

**APPLICATIONS:**

- Applications must include a resume and cover letter outlining qualifications.
- Applicants must also submit the names of three (3) professional references, one of whom must be a current or most recent immediate supervisor, along with telephone numbers and a written authorization from the applicant permitting CDSBEO to contact these references: [CDSBEO Reference Authorization Form](#)  
Information from such persons will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Criminal Background Check with Vulnerable Sector Screening is required as part of the hiring process.
- Please forward resume in confidence to Dawn Finnegan, Superintendent of Human Resources at [dawn.finnegan@cdsbeo.on.ca](mailto:dawn.finnegan@cdsbeo.on.ca)

**DEADLINE:**

Applications must be received by **Tuesday, April 1<sup>st</sup>, 2025, at 4:00pm**. We thank all applicants; however, only those selected for an interview will be contacted.

**The Catholic District School Board adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce that reflects the diversity of our students. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.**

**Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodation at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.**

**The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.**