



**THE GRAND ERIE DISTRICT SCHOOL BOARD
Invites Applications for the Position of**

SUPERINTENDENT / EXECUTIVE OFFICER OF HUMAN RESOURCES

Position: Superintendent / Executive Officer of Human Resources
Salary Range: \$153,581 – \$165,722, including comprehensive vacation and benefit plan
Location: Human Resources, Board Office, 349 Erie Ave, Brantford, ON
Work Schedule: 35 hours/week, 12 months/year
Effective Date: August 1, 2021

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 students in 72 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk.

Position Summary:

Reporting to the Director of Education, the position serves as a key member of the senior management team. This position is crucial to attaining the Board's goals as set out in the multi-year and annual operating plans, through expert leadership in human resources, staffing, labour relations, employment law, recruitment, succession planning, wellness and disability/attendance management. The Superintendent / Executive Officer develops a collegial and collaborative learning and working environment where instructional staff, administrative, support staff and stakeholders fulfill the Grand Erie District School Board's commitment to every student. The incumbent has 4 direct reports and is responsible for the leadership of a team of approximately 14 human resources staff

Key Responsibilities:

- Provides strategic human resources direction and advice to the Director of Education and Executive Council
- Accountable for well-designed and relevant human resources programs
- Introduces and supports human resources best practices
- Establishes Human Resources departmental goals, activities, objectives and policies
- Designs, develops, recommends, and implements strategies to support, improve and strengthen the Human Resources Department and services
- Maintains knowledge of employment legislation, collective agreements, policies and procedures and counsels senior administration, ensuring compliance
- Serves as the Chief Negotiator for the Board. Responsible for grievance, arbitration and contract management
- Develops and manages Human Resources annual department budget
- Oversees employment practices, employee relations, benefits administration, human resources information systems management, regulation compliance
- Models and encourages collaborative problem-solving
- Mentors, leads and develops with an equitable leadership style within the HR Department
- Builds effective stakeholder relationships including collaborative working relationships with bargaining unit executives

Qualifications:

- Proven leadership, management, interpersonal and communication skills
- Senior human resources management experience in a complex, multi-union, public sector environment
- Extensive knowledge of human rights principles, particularly as it applies to recruitment, the duty to accommodate and workplace investigations
- CHRP, CHRL or CHRE certification or equivalent, is an asset
- A bachelor's degree in human resources, industrial relations, business administration or equivalent or an equivalent combination of education and experience is required
- Related post-graduate education is an asset
- Business Supervisory Officer's Certificate is an asset

Key Attributes:

- Breadth of knowledge and expertise in all areas of Human Resources
- Understanding of challenges and opportunities that exist in public school board operations in Ontario
- Strong leadership acumen
- Strong desire to serve students, families, schools and staff
- A reputation for innovation and a progressive and collaborative leadership style
- A demonstrated ability to foster positive stakeholder relationships

Applications, along with a complete resume, contact information for 3 references (including current supervisor) must be submitted by email to hr-gedsb@granderie.ca by 4 pm on May 26, 2021.

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All new employees are required to provide an original Police Record Check (which includes a “vulnerable sector search”) acceptable to the Board prior to the commencement of employment.

We thank all applicants for their interest but only those considered for interview will be contacted.