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OPPORTUNITY PROFILE

Manager, Human Resources & Labour Relations



About Southeast College

<https://www.southeastcollege.org>

Southeast College acknowledges that they are located on the traditional lands, referred to as the Treaty 4 Territory, the original lands of the Cree, Ojibwe (OJIB-WĒ), Saulteaux (SO-TO), Dakota, Nakota, Lakota, and on the homeland of the Métis Nation.

They respect and honour the Treaties that were made on all Territories, acknowledge the harms and mistakes of the past, and are committed to moving forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

Southeast College serves a region that encompasses over 70 communities spread throughout 20,000 square kilometers in southeast Saskatchewan. They operate campuses in six communities, including: Assiniboia, Estevan, Indian Head, Moosomin, Weyburn, and Whitewood. Through partnerships with post-secondary institutions, they deliver a wide variety of career, vocational, and academic programming to meet the educational, economic and labour force demands of southeastern Saskatchewan. Additionally, the College serves many business and industry stakeholders by offering numerous business, safety, and industrial programs and courses at our six campus locations.

Vision

Fueling the future by changing lives, building careers and growing communities Our Aspiration *We envision ... a learner that has a successful pathway of ongoing education and development with the College throughout their career and lifetime. The pathway is fueled by innovation from when the student enters the learning experience to a successful transition to their career or next learning opportunity. ... innovation is integrated into everything we do from recruiting students, developing cutting edge programs, finding creative solution for career advancement, to engaging in genuine*

community partnerships. Innovation means being responsive to student and industry needs by being creative, bold and courageous – designing the best learning opportunities for our students, community partnerships and stakeholders. ... an experience for all learners to create community in a learning culture which fosters a sense of belonging, builds student comradery and develops lifelong connections with lasting memories. ... a work culture where we all show a passion for creating positive learning experiences, where we all know and feel that we have made a positive impact in lives of those we have encountered. We work with great teams creating a common goal and having the freedom to take challenges and create opportunities – a work culture that is life changing.

Mission Inspire and enable success by providing opportunity , accessible education and innovation through community involvement.

Values We at Southeast College, practice professional ethical conduct in everything we do. We are guided by our three core values – being... Innovative – our proactive approach to changing needs by being responsive, having the courage to try new things and growing from our experiences. Authentic – meaningful interactions that are genuine, respectful, empathetic and that embrace diversity. Responsible – accountable for all our actions and those things entrusted to us in a way that is open and honest.

The Role: Manager, Human Resources & Labour Relations

Reporting to the Vice President of Human Resources and Organizational Development, the Manager of Human Resources & Labour Relations will be responsible for the day to day human resource functions for the College, including labour and employee relations, payroll and benefits, and recruitment and retention. The Manager will provide coaching and guidance to leaders on a variety of labour relations issues such as employment laws and regulations, employee relations, disability management and performance management.

The Manager will assist the VP in developing and achieving the goals set out in the strategic plan. This will include providing HR leadership and insight with regards to strategy, policy, design, implementation and improvement of the areas related to the employee relations ensuring legal compliance and adhering to best practice. The Manager will be a collaborative lead in the implementation of effective HR solutions, providing strategic advice on various employee and labour related functions such as recruitment and retention.



Key Accountabilities

Employee and Labour Relations:

- Provides advice and interpretation of the Collective Agreements, Human Rights, labour law, and legislation.
- Maintains a positive and healthy relationship with internal and external employee and labour relation stakeholders.
- Contributes to the furthering of human rights, equity, dignity and respect in the workplace.
- Provides support, coaching and guidance to leaders on employee relations issues such as conflict resolution, communication, and change management.
- Responds to complaints, grievances and investigations, and performance management matters; leads processes with the support of the VP of HR.
- Stays current on all labour related relevant legislation, advises on interpretation of the same, and ensures policies and procedures are adhered to.
- Manages the lifecycle of the performance management process and holds others accountable for the same.
- Monitors the probationary evaluation process and performance appraisal process.
- Provides support to the VP for collective bargaining and negotiations.

Compensation and Benefits:

- Researches employee benefits and recommend changes or modifications to policies.
- Oversees benefits and advises employees with benefits-relations questions.
- Manages disability claims and return to work plans.

- Provides leadership, direction and guidance of the payroll function.
- Ensures payroll, remittances, T4's, and other reporting requirements are processed accurately, on time and in compliance with legislation.
- Develops and administers effective tracking and reporting systems for all professional development and corporate training activities.
- Assists with labour matters including job classification and compensation.
- Oversees the employee orientation process, providing support to hiring supervisors and new employees.
- Routinely evaluates effectiveness of the orientation process, ensuring cohesion between human resource, payroll, and benefits communications.

Leadership:

- Provides leadership, direction and guidance for all Human Resource functions including benefits, recruitment, retention, performance management, labour and employee relations, training and succession planning.
- Provides direction and advice pertaining to the maintenance of cohesive employee and labour relations.
- Ensures departmental impacts are considered in the delivery of projects and Human Resource services.
- Guides and supports the development of staff through succession planning and career planning and development.
- Leads the college-wide OH&S Committee, ensuring compliance and developing safety and wellness initiatives.

Other:

- Assists the VP in developing and achieving the goals as set out in the Strategic Plan Business Plan, and Annual Human Resource Workplan.
- Supports the College with collaborative leadership.
- Provides input and adheres to budget.
- Participates in the preparation of reports, including Annual Report, Business Plan, and other ad hoc reports as required.
- Identifies and addresses matters that affect the overall health of the organization; morale, effectiveness, turnover, absenteeism and productivity.
- Supports the development, implementation, and maintenance of the Human Resource Information System (HRIS) & Payroll System.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive and are subject to change.**



Required Skills & Competencies

Communication: Demonstrates an ability to communicate effectively in a wide variety of situations including face-to-face, over the phone and in writing.

Intellectual Curiosity: Creates systems or processes for gathering and analyzing various kinds of information. Seeks input from unusual sources or others who would not normally be involved to establish a network or seek out additional or broader information.

Judgment & Decision-Making: Shapes decision-making through consideration of multiple underlying issues. Makes a systematic effort to understand the readily apparent and the subtle complexities involved in exercising judgment

Leadership: Inspires a clear and compelling vision of the future that generates excitement, enthusiasm, and commitment. Speaks to the needs and aspirations of others to engage their passions and potential. Effectively shifts leadership style to transform the organization

Planning and Goal Setting: Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

Relationship Building: Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

Results Oriented: Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Strategic Thinking: Demonstrated ability in assessment, planning and execution functions, determining the most effective means of achieving a goal.

The Person

- Minimum 5 years of progressive leadership experience in human resources and labour relations.
- An Undergraduate Degree in Human Resources, Labour Relations, Business Administration or a related discipline and a Chartered Professional in Human Resources (CPHR) designation. Related and relevant equivalencies may be considered.
- Demonstrated working knowledge of key functional human resource areas; recruitment and selection, employee and labour relations, payroll and benefits, and professional development.
- Knowledge and experience in implementing human resource practice within a unionized environment.
- Extensive knowledge and application of employment legislation, including employment standards, occupational health and safety, and human rights.
- Knowledge and understanding of job classification processes and plans.
- Working understanding of performance management, project management, and reporting systems/processes.
- Strong leadership and team development skills demonstrating integrity and professionalism, with an ability to mentor and develop staff.
- Demonstrated ability to build and maintain credible relationships across a diverse group of internal and external stakeholders.
- Effective interpersonal skills, with emphasis on the ability to negotiate and resolve conflicts.
- Knowledge of change management best practices as related to organizational change.
- Supervisory skills in managing and evaluating people, handling problems, resolving conflict.
- Strong track record in coaching, conflict resolution, negotiation, influential leadership, recruiting practices, learning and development, compensation, and employee relations.
- Experience in the development and administration of budgets.
- Demonstrated effective organizational skills and experience in managing multiple projects.
- Ability to drive results by identifying and resolving significant problems within scope of responsibility.
- Strong presentation and written communication skills.
- Highly developed level of integrity and discretion and able to maintain strict confidentiality and to handle sensitive issues with tact and diplomacy.
- Excellent organizational, administrative, and problem-solving skills with superior attention to detail and accuracy.



- Ability to anticipate, shape and adapt to emerging technologies and opportunities.
- Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary.
- Must possess a valid driver's license and be willing to travel extensively between campuses.
- Satisfactory Criminal Record Check required.

Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word) to saskatoon@leadersinternational.com indicating the job title in the subject line of the email.

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