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SUNSHINE COAST SCHOOL DISTRICT



OPPORTUNITY PROFILE DIRECTOR, HUMAN RESOURCES

the right people

SUNSHINE COAST SCHOOL DISTRICT | DIRECTOR, HR

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THE ORGANIZATION

SUNSHINE COAST SCHOOL DISTRICT

Sunshine Coast School District (No. 46) (“SCSD” or “the District”) provides public education to over 3,400 students in the beautiful coastal communities of the Sunshine Coast, from Earls Cove to Langdale, and including Gibsons, Roberts Creek, Sechelt, Halfmoon Bay, and Pender Harbour. SCSD is dedicated to creating a safe, caring, and healthy learning and working environment that is inclusive of the diversity of the entire learning community. The District is focused through its Strategic Plan on providing meaningful learning opportunities for all students and staff, in partnership with students, families, First Nations, other Indigenous communities, community organizations, and various associations.

SCSD deeply values and respects the local Indigenous communities, recognizing the shísháhlh Nation and the Skwxwú7mesh Úxwumixw as distinct rights holders. It embraces the Truth and Reconciliation Commission’s Calls to Action as central to its mission.

SCSD’s 600+ dedicated staff, situate learning in nine elementary schools, four secondary schools, and a wide range of innovative programs including early education supports, a K-7 nature-based learning program, alternative education, and distance learning programs. A wide variety of extra-curricular and cultural activities complete the comprehensive student experience.

To learn more, please visit SCSD’s [website](#) and read the District’s [strategic plan](#).

THE OPPORTUNITY DIRECTOR, HUMAN RESOURCES

The Director, Human Resources (“Director”) oversees all elements of human resource services, and mentors and builds the capacity of district leaders to address HR issues including recruitment and selection processes; succession planning; the development of HR policies and procedures; health, safety, and wellness; and employee relations, with a focus on supporting the excellence of educational outcomes. The Director leads labour relations activities including collective bargaining. In addition to collaborating and consulting with a broad range of internal and external partner groups, the Director liaises with BC Public School Employers’ Association (BCPSEA) regarding provincial bargaining and other human resources issues, and works closely with a dynamic district administrative team in alignment with best-practice human resources across the district.



This is an outstanding opportunity to take a high functioning HR department within a dynamic organization to the next level. With a well-developed strategic plan that articulates clear values and direction, strong and proactive relationships with the District’s union partners, and an engaged team both inside and outside of the HR Department, the Director will focus on building HR capacity across the District. Beyond labour relations, they should focus on the key areas of wellness and safety, recruitment and staffing, and mentoring the HR team, continuing to build a customer service ethos.



Key Responsibilities

- Supervises the HR team that includes a Manager of HR (Health, Wellness and Safety), the HR Officer (Staffing) and the Dispatch Clerk who also provides administrative support to the department;
- Leads all labour relations activities: collective agreement administration; grievances and arbitrations; discipline; and collective bargaining;
- Serves as co-Chair of Joint Labour Management Committee with CUPE 801;
- Liaises with the Sunshine Coast Teachers' Association and CUPE Local 801 in respect of LR matters;
- Liaises with BCPSEA for sectoral HR / LR matters;
- Liaises with Teacher Regulation Branch (TRB) for teacher discipline-related matters;
- Co-leads recruitment and retention initiatives for teachers and support staff positions, including hiring of TTOC's and casual support staff and approval of staffing requisitions;
- Leads recruitment for all principals, vice-principals and exempt employees;
- Oversees new Principal/exempt employee hiring and contracts;
- Contributes as part of the five-person Executive Leadership Team;
- Attends Board and Committee meetings;
- Participates in District strategic planning and develops annual HR plans inline with the District Strategic Plan, including leading new HR initiatives;
- Serves as a resource / support / mentor for district leaders, building capacity in HR and LR realms; and
- Provides HR and LR advice, and employee support, as appropriate.

THE PERSON

Reporting to the Superintendent, and as a member of the Executive Team, the Director of HR is an accomplished strategic leader who oversees all aspects of human resource services to support and maintain a safe, inclusive, and healthy workforce. Guided by the strategic plan, and inspired by the District's mission, vision, values, affirmation, and goals, the Director of HR recognizes the importance of their work with staff and its impact on students, families and the community. The Director provides visionary strategic planning for the implementation of best practices in human resources.



Professional and Personal Qualifications

- Academic background in HR or LR, or equivalent education combined with relevant work experience;
- 5-7 plus years leading strategic human resources and labour relations in the public sector, preferably in an educational setting;
- Strong experience leading a team of HR professionals;
- Well developed labour relations expertise, leading the function in a unionized environment;
- Demonstrated analytical abilities in planning, budgeting and financial management;
- Superior verbal and written communication skills, including writing reports, and making presentations.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Student Focused – Anticipates and attends to the needs of internal and external partners of the organization; keeps student interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. The salary range is \$156,173 to \$169,753. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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