



COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD
ASSISTANT DIRECTOR OF HUMAN RESOURCES
REGULAR FULL TIME
WESTERN QUEBEC SCHOOL BOARD OFFICE

The Western Québec School Board (WQSB) is seeking an experienced and dedicated educational leader to be the **Assistant Director of Human Resources at the Board Office**. In keeping with the mandate defined by the Director General and under the supervision of the Director of Human Resources, the position of Assistant Director entails overseeing of programs and resources of one or more dossiers within the HR department. This position includes the performance of management duties (i.e. planning, organization, supervision, feedback, control, evaluation).

Candidates will demonstrate their capacity to manage and lead in (the):

- Application and interpretation of specific laws and regulations;
- Application and interpretation of collective agreements;
- Administration of the Employee Assistance Program;
- Participation in the recruiting process;
- Participation in formation of school board procedures and policies for the programs the incumbent oversees;
- Collaboration in defining the objectives and policies related to the programs the incumbent oversees, while taking into account the general objectives and policies of the school board;
- Establishment of the programs, the delegation of responsibilities, the standards and procedures for implementing programs under the incumbent's responsibility;
- Participation in provincial and regional Human Resources Committees;
- Evaluation of results of the implementation of programs under the incumbent's responsibility;
- Monitoring and evaluation of the performance of personnel;
- Assisting and advising the Director as well as the Senior Staff of other services and establishments, concerning Human Resources procedures and programs;
- Participation in the preparation for all processes needed for Human Resources Audits;
- Participation in the preparation of the budget of the department and monitor expenses for resources and programs;
- Developing and implement administrative guidelines;
- Developing and providing professional development workshops on Human Resources regulations, laws, policies, and administrative guidelines;
- Successful increase in diversity hiring in an organizational setting;
- Replacing the Director of Human Resources, as needed; and,
- Completion of other related tasks as assigned by the Director of Human Resources.

Minimum Required Qualifications

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position, excluding that of manager, in a school board.
- Six years of relevant experience in a Senior Management position.
- Fluently Bilingual.
- Working knowledge of software programs: GPI, Paie (GRICS), Access, and Excel.

Working Conditions:

- Working conditions and salary determined by R.R.C.E.M. (Regulation Respecting Condition of Employment of Management Staff).
- Place of Work: Board Office.
- Start Date: June 30, 2022 (or earlier)

APPLICATIONS MUST BE SUBMITTED THROUGH ****APPLYTOEDUCATION****

<https://westernquebec.ca/resources/careers/>

by 4:00 p.m., June 28, 2022

Only those candidates chosen for interviews will be contacted.

The Western Quebec School Board is committed to building an educational community with the common purpose to realize the potential of all our students by cultivating a strong corps of support, professional, teaching and administrative excellence. We therefore encourage applications from Indigenous people, as well as from other racialized people groups, persons living with a disability, people of religious faith, and gender minorities.

As an organization, we strive to hire individuals who reflect the communities we serve, and who embody and practice a love of life-long learning, teamwork, and the highest professional ethics. Our efforts to achieve a diverse workforce that contributes to a culturally safe working environment include establishing proactive employment practices to address systemic barriers and removing obstacles to hiring and retaining qualified people.

We acknowledge that the lands upon which we live, learn, and work are the traditional unceded territory of the Algonquin Anishinaabe peoples. We thank them for sharing these lands and commit, as an organization, as educators and as individuals, to an ongoing relationship that recognizes and respects the lands, traditions, and culture of the Anishinaabe people.