
Manager, Human Resources

Located on the beautiful Saanich Peninsula near Victoria, the Saanich School District serves approximately 7,500 students in eight elementary, three middle and three secondary schools, as well as two Individual Learning Centres (ILC), a successful Provincial Online Learning School (South Island Distance Education School, SIDES) and the Children's Development Centre (CDC). The District employs 650 teachers, 38 principals and vice-principals, 500 unionized support staff, 21 exempt management staff, all within an annual operational budget of \$100 million.

Strong working relationships with all partner groups, including the local W̱SÁNEĆ First Nation, have resulted in the Saanich School District having a well-established reputation of excellent student achievement and program innovation within a strong culture of caring and respect.

General Statement

The Manager, Human Resources, works closely with and reports to the Director, Human Resources and will provide leadership and direct operational support for the District's human resources functions in a complex multi-union environment, ensuring consistent application of district policies, collective agreements, and employment legislation.

Key responsibilities include working collaboratively with school personnel, administrators and other excluded leaders and unions to support strategic workforce planning, employee services, and positive labour-management relations while advancing the District's strategic priorities.

Key Responsibilities

Stakeholder Engagement and Communication

- Demonstrate care and compassion while building successful and trusted relationships with staff, excluded leaders, and union representatives;
- Accurately articulate detailed and complex information verbally and in writing to various stakeholders while adhering to confidentiality and privacy requirements;
- Liaise with union representatives in support of their members where concerns and/or questions arise in relation to the application of legislation, collective agreement language and District policy and procedures.

Labour and Employee Relations

- Provide education, advice and guidance on best practice to members of the management team, employee groups and unions on workforce planning, application of policy and procedures, collective agreement language and labour relations strategy;
- Interpret and apply collective agreements;
- Conduct fair, timely, and confidential investigations into workplace concerns;
- Advise leaders on corrective action, coaching and any associated documentation;
- Coordinate grievance responses and participate in labour-management meetings;
- Provide comprehensive support for consultation, planning, preparation, and active participation in local bargaining processes, including coordinating table discussions, gathering and analyzing relevant information, and ensuring alignment with organizational priorities.

HR Operations

- Manage and actively participate in recruitment, selection and onboarding practices while ensuring processes meet district, provincial and regulatory requirements;
- Lead spring staffing process for unionized positions to ensure transparency and compliance with collective agreement provisions;
- Oversee HRIS data integrity, reporting, and system optimization;
- Participate, and lead when required, joint-job evaluation processes for support staff to ensure consistency and equitability of pay structures;
- Maintain accurate and confidential HR records in accordance with privacy legislation;
- Support district efforts to build inclusive and culturally safe workplaces;
- Coordinate professional learning related to HR practices, leadership and compliance;
- Participate in planning professional learning opportunities for unionized support staff;
- Promote the Saanich Schools Employee and Family Assistance Program (EFAP) and various opportunities available within for employees to seek support on their health and wellness journey;
- Hold thoughtful and timely discussions in support of staff health, wellness and attendance in collaboration with the Manager, Health and Wellness.

Qualifications:

- Degree in Human Resources Management, Industrial and Labour Relations, Disability Management, or a related discipline;
- Minimum of five (5) years related and relevant experience supporting labour relations, preferably in a unionized public-sector environment;
- Strong working knowledge of best practice and application of employment and labour legislation (i.e. Employment Standards, Human Rights, WorkSafe BC);
- Proven ability to make independent and sound decisions by seeking out and assessing relevant context and applicable regulatory requirements in complex and sensitive situations;
- Exceptional interpersonal and relationship building skills;
- Team player with a proven ability to work collaboratively and communicate effectively with internal and external stakeholders;
- Strong organization and prioritization skills coupled with excellent business, technical and writing abilities;
- Ability to manage competing priorities in a fast-paced and complex environment.

The Saanich School District offers a competitive compensation and benefits package. The salary range for this position is \$94,682 - \$118,353.

How to Apply

Applicants are asked to support their submission with the following information:

- A current resume;
- Names and contact information of three references who may be contacted and who are familiar with your professional performance;
- Any other applicable supporting documents.

Please submit your completed application to Robyn Reid, Director of Human Resources, at reid@saanichschools.ca.

Deadline for applications is Friday February 6th at 10:00 am (PST).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.