

APPLICATIONS ARE INVITED FOR THE POSITION OF

Senior Manager of Support Services, Human Resources

Non-Union Level 7: \$ 78,967 - \$ 94,755

Reporting to the Sr. Coordinator of HR Operations and Support Services, Human Resources, this position will assume a leadership role in the management of the daily operation of the Board's support and administrative management portfolios. This position will also support the department's senior management team with the current and future projects and initiatives that will support the department's goals and priorities and development of a framework that will track on-going departmental effectiveness internally and system wide.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- A relevant degree from a recognized university or college in Human Resources Management/related discipline or equivalent proven experience
- Professional designation or proven progression towards a CHRP designation
- Minimum of 4 years human resources or related experience at a supervisory capacity within a diverse and unionized workforce
- Experience must include collective agreement administration
- Knowledge of human resources leading best practices and familiarity with labour related legislations
- Excellent interpersonal skills, along with effective written and verbal communication skills
- Excellent problem-solving, analytical, organizational and time management skills required
- Ability to work effectively as a member of a management team to discuss issues, solicit and provide advice, share information and provide team focused recommendations and solutions
- Advanced computer skills in MS Office products
- Proven experience and knowledge of HRIS applications; SAP preferred

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction of the Sr. Coordinator of HR Operations and Support Services, this position will provide management support where duties and responsibilities include, but are not limited to the following:

- Developing goals and priorities for the Support Services area that encompasses the effective management, organization of related collective agreements and their administration
- Work with senior management team to set departmental policies, procedures, targets and assignment of responsibilities of new and future initiatives for the department that will include effective leadership strategies, succession planning, mentorship and performance management programs
- Management and supervision of area staff and their related work processes and procedures
- Management of reporting requirements pertaining to collective agreement provisions, records retention management and performance appraisal management
- Management of the annual Criminal Offence Declaration processes
- Providing effective support to school/department management
- Assisting management team with grievance resolution matters and liaison with bargaining unit executives and their related teams
- Provide support for on-going projects and initiatives that will support the Board's strategic renewal plan

Interested applicants are asked to submit a complete résumé and related educational documents and reference letters referring to **Posting: Senior Manager of Support Services, Human Resources** are to be received from interested candidates no later than **February 24, 2010** and should be submitted by email to:

Gary Poole, Superintendent of Education
Human Resources
80 Sheppard Avenue East
Toronto, Ontario M2N 6E8
Email: gary.poole@tcdsb.org