



## District School Board of Niagara

Invites applications for the following position:

### **Sr. HRS Manager – People and Culture**

Working at the District School Board of Niagara (DSBN) means being part of a supportive, innovative community that works towards doing what is best for students, and helping every individual achieve success. We are committed to creating a diverse, inclusive and equitable educational environment that enhances the educational experience for all students. We proudly serve over 42,000 students across almost 100 elementary and secondary schools in Niagara, located between Lake Erie in the South and Lake Ontario to the North.

Reporting to the Superintendent of Human Resource Services, the Sr. HR Manager People and Culture, will play a critical role in developing and implementing strategies to enhance employee wellness, manage attendance and oversee the recruitment and onboarding process. This role requires an experienced HR professional with strong leadership skills and a deep understanding of HR best practices.

#### **Duties and Responsibilities:**

##### **Wellness:**

- Oversees the management of workplace accommodations and return to work planning for all staff including WSIB and non-occupational claims in accordance with the collective agreements and best practice.
- Develop and implement comprehensive wellness programs to promote physical, mental and emotional well-being of employees.
- Recommends strategies and initiatives to the senior leadership team based on regular requirements, industry standards and organizational needs.
- Monitor and evaluate the effectiveness of wellness initiatives and adjust as necessary.

##### **Attendance Management:**

- Direct and monitor the Attendance Support program and analyze and interpret sick leave and absence trends across the board.
- Advise and support Managers and Supervisors on the Attendance Support program and wellness strategies to promote stay at work.
- Develop and implement strategies to reduce absenteeism and improve employee engagement.

##### **Recruitment and Onboarding:**

- Oversee the full-cycle recruitment process, including job posting, candidate screening, interviewing and selection for teachers.
- Implement effective onboarding programs to ensure new hires are integrated smoothly and are well-prepared to succeed in their roles.
- Develop metrics to assess the success of recruitment and onboarding efforts, making data-driven decisions to enhance processes.



[careers@dsbn.org](mailto:careers@dsbn.org)  
[www.dsbn.org](http://www.dsbn.org)



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**Qualifications and Education Requirements:**

- University degree in Human Resources, Business Administration, or a related field or deemed equivalent by the board.
- CHRL (Certified Human Resources Leader) designation preferred.
- Minimum of 7 years of experience in human resources with a focus on wellness, attendance support, recruitment and onboarding. Experience in the education sector is preferred.

**Skills:**

- Highly developed interpersonal and communication skills with the ability to build positive relationships at all levels and provide exemplary service to a diverse group of internal and external stakeholders.
- Exceptional problem-solving, analytical and conflict resolution abilities with a proven ability to influence change.

**Competencies:**

- Ability to work collaboratively and build effective relationships with diverse stakeholders.
- Ability to exercise considerable independent judgment, tact, and sensitivity with confidentiality and discretion in dealing with internal and external contacts.
- Excellent time management skills and the ability to prioritize and successfully complete projects with conflicting deadlines and urgency.
- Demonstrated experience building and maintaining collaborative working relationships.
- Ability to work in a team environment as well as independently.
- High level of integrity and confidentiality.

**Salary range: \$125,431 - \$147,514** including a comprehensive benefit plan. This is a full-time, 12-month, 35 hour per week position and is part of the Board's union-exempt Administrative Management Group.

**Applications including cover letter, resume, three professional references must be submitted via Apply to Education – Job Code 3786252 by 4:00pm July 16, 2024.**

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to "Achieving Success Together" and recognizes that increasing the diversity of its workforce supports this objective.

DSBN will provide interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Personal information on this form is collected, used, and disclosed in accordance with the *Education Act*, R.S.O. 1990, c.E.2, as amended and the *Municipal Freedom of Information and Protection of Privacy Act*. R.S.O 1990, c.M. 56, as amended and will be used for the purpose of determining eligibility of the above-noted position and any similar or related purpose(s). Questions about this collection, use and disclosure should be directed to the Freedom of Information Coordinator, District School Board of Niagara, 191 Carlton Street, St. Catharines, ON L2R 7P4 905-641-1550.

**Land Acknowledgement**

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.