



MANAGER, HR STRATEGIC INITIATIVES

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY MANAGER, HR STRATEGIC INITIATIVES

Reporting to the Director, Human Resources, the Manager, HR Strategic Initiatives will have a primary focus on employee engagement and retention, performance feedback programs, and staff development. This position will be responsible for designing, implementing, and overseeing programs that promote a positive work environment and a high level of engagement amongst employees. In addition, HR related policies and procedures, employee communications, managing staff training and development programs, research and analysis of human resources metrics, HRIS enhancements, and other related HR strategic initiatives.

RESPONSIBILITIES

1. Develop, implement, and monitor employee engagement and retention strategies to support employee satisfaction conducive to employee fulfillment and long-term engagement.
2. Conduct employee interviews, focus groups, surveys and exit interviews to collect and analyze data on employee satisfaction, turnover and commitment. Analyze workforce data and trends to identify patterns that can predict retention risks and opportunities for improvement.
3. Work with the leadership team to enhance the employee value proposition, including career development opportunities, work-life balance initiatives, and workplace culture development. Align HR initiatives with diversity, equity, and inclusion objectives, fostering an inclusive workplace culture.
4. Develop and implement employee communication strategies that enhance the employee experience and provide connection to the school district's mission, vision, and values. In consultation with the Communications department, lead effective communication strategies to ensure employees are aware of the available resources and initiatives designed to support their career within the school district.
5. Lead the development and implementation of recognition and reward programs that motivate and celebrate employee achievements.

6. Research and analyze human resource data including recruitment, attendance, turnover, overtime, health & safety, and employee and labour relations related data. Develops HR metrics reports on a regular basis to inform strategic decisions and identify trends that could impact the workforce and school district objectives.
7. Develop and implement a framework for consistent and ongoing performance feedback mechanisms to staff. Establish well-understood performance standards and district performance expectations, building in opportunities for regular conversations and reflections to recognize individual strengths and support of any areas requiring growth. Revise/develop and implement regular performance feedback processes and templates, provide related training to the leadership team and establish tracking and reporting mechanisms.
8. Assist in the development and implementation of HR policy and procedures.
9. Provide departmental project management oversight for HRIS program and/or process enhancements to ensure efficient use of the systems and user experience. This includes:
 - Research best practices in HR Information Systems and HR technology that increase efficiency and effectiveness.
 - Review the current HRIS and make recommendations for improved utilization of the current system or implementation of a new system. Map current HRIS pathways to support future enhancements.
 - Support training and education of HR staff in HRIS, including updating user documentation and educating staff in new and existing functionalities.
10. Chair the Non-Instructional Day training committee for support staff. Conduct a training needs assessment, develop, facilitate or contract training workshops for support staff. Oversee the use and distribution of training resources and collaborate with CUPE to utilize Support Staff Education Committee (SSEC) funds.
11. Build and maintain effective relationships across the school district to effectively deliver on the objectives of this position.
12. Stay current on the latest trends in employee engagement and retention and propose innovative ideas to keep our programs effective and relevant.
13. Perform other duties as assigned.

QUALIFICATIONS

1. A post-secondary degree in Human Resources or a related program. CPHR designation preferred.
2. A minimum of five to seven years' human resources experience with a track record of developing and implementing successful HR initiatives.
3. Demonstrated success in progressive human resources roles and a knowledge and understanding of HR best practices in the areas of employee retention and engagement, performance management, HRIS systems, training and development, and employee relations.
4. Excellent leadership, communication, and interpersonal skills, with an ability to collaborate and engage directly with the leadership team and staff.
5. Demonstrated ability to build relationships with a broad range of stakeholders. Ability to deal with emotions of people using sensitivity, tact and empathy. Strong diplomacy skills with an ability to be flexible.
6. Superior communication and problem-solving, conflict resolution and decision-making skills. Proven ability to exercise sound judgment as well as to actively and objectively listen and understand information presented.
7. Proven project management skills and ability to successfully deliver/execute initiatives and programs.
8. Experience conducting research, analyzing results, writing reports that include recommendations for evidence-informed human resource interventions.

9. Strong working knowledge and experience of HR-related technologies and business applications, including demonstrated ability to use MS Office programs and Human Resource Information Systems.
10. Excellent organization, prioritization, and documentation management skills.
11. High level of discretion and ethical standards to handle sensitive and confidential information.
12. Proven ability to work effectively in a dynamic, fast-paced environment, and to juggle multiple priorities with attention to detail.
13. Ability to perform functions of the position both independently and participate effectively within a highly cohesive team environment.
14. Experience working within a unionized environment and within the education sector is an asset.
15. Valid BC Driver's License.

COMPENSATION

The salary range for this position is \$96,878-\$121,097, plus an excellent comprehensive benefits package.

TO APPLY

To apply, please send your cover letter, resume and [district application form](#) to jessica_dolkhanian@sd42.ca, this posting will remain open until 4:00 pm on November 1, 2024. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

