



St. Michaels University School

Job Description

Position Title: Director of Human Resources

Reporting to: Head of School

Classification: Management

Position Summary:

Reporting to the Chief Financial Officer (CFO), the Director of Human Resources (HR) develops and implements organizational strategy in line with St. Michaels University School's (SMUS) objectives.

The Director of Human Resources will work in partnership with the Senior Leadership Team to ensure effective talent management, faculty and staff engagement, and compliance with employment laws and regulations. This role oversees the development and implementation of HR strategies, policies, and programs to support the School's goals and objectives.

Key Responsibilities & Expectations:

- Develops and executes a Human Resources strategy that aligns with SMUS's mission, vision and strategic priorities.
- Manages a small human resource team, ensuring that the department always has access to the appropriate skill set and that the team consistently performs at a high level.
- Responsible for all aspects of human resources including compensation, recruitment and performance management.
- Ensures that policies and procedures align with best practices.
- Leads and coordinates all recruitment related activities in partnership with the leadership team.
- Provides recommendations regarding recruitment and retention strategies.
- Ensures timely communication of all faculty and staff appointments, departures and employment changes.
- Responsible for hiring, retirement and termination processes, including preparation of appropriate documentation and managing the onboarding and exit process.

- Works in collaboration with the CFO to ensure the School's compensation structure remains competitive, including review of benefit programs taking into consideration the total compensation package.
- Acts as an effective and empathetic listener providing advice to both staff and leaders, ensuring issues are dealt with in a fair and consistent manner.
- Responsible for the review and maintenance of an effective HRIS to ensure employee records are maintained and updated in an efficient manner.
- Ensures compliance with all relevant legal and legislative practices established in the areas of employment standards, human rights, and health and safety and ensures that all School policies and practices are compliant and are applied consistently.
- Other duties as required.

Qualifications:

- Bachelor's degree in business or a related discipline with an emphasis on human resources management.
- 7+ years of progressive HR experience gained in a spectrum of different types of organizations in a hands-on, business advisor role.
- Chartered Professional in Human Resources (CPHR) certification an asset.
- A broad understanding of best practices and policies, and the ability to assess their practical application.
- Strategic mindset with the ability to align HR initiatives with School goals.
- Exceptional communication, interpersonal, presentation and change management skills.
- Supportive and empathetic with sound judgment and a commitment to maintaining confidentiality.
- An HR Generalist with demonstrated experience in compensation design, recruitment, employee relations and performance management.
- Strong knowledge of employment legislation at both the Federal and Provincial level.
- Demonstrated ability to design and implement policies and programs that support the school's strategic goals.
- Ability to set goals and manage multiple projects and initiatives. Self-starter and able to work both independently and as part of a team.
- High level of integrity and ethical conduct in dealing with sensitive and confidential information.
- Proficiency with Microsoft Office suite of products and HR Information Systems.