



Job Offer

Director of Human Resources

Eastern Shores School Board

The Mission of Eastern Shores School Board (ESSB) is to provide leadership that will contribute to the best possible teaching-learning environment in each of our schools and centers.

To promote this learning in an atmosphere of mutual respect among all stakeholders.

It is our goal that students entrusted to us will become caring, autonomous and responsible citizens of the 21st century.



Reporting to the Director General, the challenges of this job are to:

- Create an annual staffing plan for all employment groups.
- Define the objectives and policies inherent to human resources and payroll, taking into account the general policies and objectives of the school board.
- Establish the programs, the delegation of responsibilities and the standards and procedures for implementing programs of the human resources and payroll departments.
- Responsible to manage labour relations (8 coll. agreements, 4 ass. agreements), health & safety, and remuneration.
- Oversee, monitor and evaluate the staff under the incumbent's immediate responsibility.
- Prepare the budget of the department and monitor expenses.
- Assist and advise the director general and the senior staff of other services and institutions with respect to the services under the incumbent's responsibility.

Qualifications required:

- A Bachelor's degree in a relevant field or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.
- Eight (8) years of relevant leadership experience.
- A permanent Quebec teaching licence issued by the Minister for a position in the field of teaching.

Profile of the ideal candidate:

- Demonstrate leadership, management and strong communications skills.
- Be bilingual (English/French intermediary).
- Demonstrate competences in Information Technology (IT), marketing, public relations, negotiation.
- Coordinate mandates in a complex organization which will demand: excellent interpersonal skills, creativity, autonomy and possessing decision-making skills.

Remuneration: Class 8: 81 500\$ to 108 700\$.

Job location: New Carlisle, Gaspésie, Quebec.

Date of assumption of duties: August 2018, negotiable.

Submit your resume by Friday, June 22nd, 2018, at noon to:

Ressources humaines Lambert inc., Maxime Lambert

E-mail: info@rhlambert.com