

## JOB DESCRIPTION

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| <b>Position</b>     | <b>Coordinator - Staffing</b>                           |
| <b>Portfolio</b>    | Human Resources   |
| <b>Reports To</b>   | Supervisor of Human Resources, Employee Relations       |
| <b>Location</b>     | Education Centre, RM of Sherwood                        |
| <b>Salary Range</b> | Associate grid, Conditions of Employment plus allowance |

### **JOB PURPOSE**

The Staffing Coordinator is responsible for delivery of human resource services in support of 1200+ instructional and non-instructional staff across 39 schools and the Education Centre including recruitment, hiring and on-boarding processes. Guided by our Staffing Model Beliefs, this position leads recruitment efforts and responds to the short term and long term human resource needs of schools and communities, ensures the integrity of internal and external hiring processes and collaborates to deliver effective orientation and on-boarding to support engaged and effective employees.

### **PRIMARY RESPONSIBILITIES**

- Implement proactive strategies to recruit and place a diverse group of instructional and non-instructional staff in 39 schools across the division and the Education Centre, guided by our Staffing Model Beliefs.
- Work within approved staffing allocations, taking into account school-specific human resource needs, to meet the needs of students, schools and communities.
- Responsible for the integrity of the hiring process, ensuring that staff qualifications, references and criminal record checks are reviewed and in order prior to hiring.
- Monitor, forecast and report on staff utilization by work location and position type regularly.
- Collect, organize and analyze and report on key demographic and workforce data to meet senior administrator information needs.
- Plan and conduct new employee orientation meetings to help employees adjust to their working environment and maximize their effectiveness.
- Work collaboratively with central and school-based staff across the Division to support the strategic and operational priorities of the school division.
- Develop and monitor compliance with human resource related Administrative Procedures, ensuring alignment between procedures and practice.
- Manage and monitor the efficient, accurate and timely collection, storage, analysis and use of human resources data and information to support innovation, service improvement and accountability.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of human resource management principles, practices and legislation and their application on an organization-wide basis.

- Superior communication and interpersonal skills.
- Excellent attention to detail.
- Ability to establish effective working relationships and communication at all levels in the organization.
- A good understanding of the annual human resource planning process in the Pre-K to Grade 12 sector.
- Excellent verbal and written communication skills including complex and sensitive information and the ability to maintain effective personal working relationships at all levels of the organization.

#### **COMPETENCIES**

- Problem Solving/Creative Thinking - Resolves difficult and complicated challenges using new and innovative ideas. Develops creative approaches and seeks opportunities to improve processes that affect the workplace. Analyzes options and decisions based on long-term outcomes.
- Quality Orientation - Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to details.
- Time Management and Organization - Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them.
- Organizational Awareness - Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations. Uses knowledge of the organizational and business climate to solve issues and accomplish goals and business strategies, complies with and enforces organizational policies, procedures and practices.
- Personal Development and Continual Learning - Displays ongoing commitment to learning and self-improvement by learning from mistakes, seeking feedback, and taking opportunities to acquire new knowledge, skills and abilities.
- Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- Service Orientation - Giving superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service.
- Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.

#### **QUALIFICATIONS**

- Undergraduate degree in Human Resource Management or a related discipline supplemented by several years of direct human resource experience in a large and complex organization
- Certified Professional in Human Resources (CPHR) designation or working towards is a definite asset

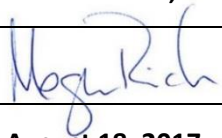
#### **WORKING CONDITIONS**

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| <ul style="list-style-type: none"> <li>• 40 hours per week, 12 months per year</li> <li>• Conditions of Employment</li> <li>• Occasional travel within the school division</li> <li>• Open office environment</li> </ul> |
| <b>DIRECT REPORTS</b>  |
| <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |
| <b>INDIRECT REPORTS (If applicable)</b>  |
| <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |

**Approved by:**

Supervisor Name: Megan Rich

Supervisor Title: Supervisor of Human Resources, Employee Relations

Signature: 

Date: August 18, 2017

Deputy Director Reviewed 

Last Updated:

