**TITLE**: Manger, Human Resources (Wellness & Ability Management Portfolio)

**DEPARTMENT**: Human Resources

**REPORTS TO**: Director, Human Resources

**SALARY RANGE:** $91,526 - $114,408

**POSITION SUMMARY**:

Reporting to the Director, Human Resources, the Manager, Human Resources will have the overall responsibility to for the development of, administration and evaluation of the Disability and Attendance Management program. They will provide leadership, consultation, coaching and guidance on the districts Disability and Attendance Management Program. The Manager, Human Resources will be responsible for overseeing the effective management of work related and non work related claims and the attendance management program. Working closely with the disability claims management files establishing and maintaining productive working relationships and supporting retention and engagement of employees. The HR Manager will be responsible for cultivating and engaging and productive working environment

**SPECFIC DUTIES AND RESPONSIBILITES**

* Demonstrates and promotes innovation and strategic human resources solutions to people-related matters that promote a positive workplace culture, engagement and inclusion.
* Provides advice, support and consistency regarding human resource-related matters, in accordance with professional human resource practices, corporate policies and procedures, related collective agreements, labour legislation and regulations.
* Works in collaboration with other department staff.
* Provides prevention and early intervention initiatives for employees to improve health and wellness outcomes and optimal function in the workplace.
* Uses effective change management to encourage organizational compliance and engagement in disability management and employee wellness.
* Manages the stay at work and graduated return to work program in collaboration with legislation and policy.
* Provides case summaries and written documentation throughout the life of a claim required, including protests an appeals.
* Manages a diverse and complex disability management cases demonstrating care, compassion.
* Develops effective and timely return to work and workplace accommodations.
* Provides advice, support and consistency on case management and attendance management processes.
* Manages the medical assessments, treatment programs and other interventions to effectively manage the disability cases.
* Manages and promotes the EFAP Program.
* Manages Short Term Disability and Long Term Disability programs and liaises with third party insurers.
* Performs other related duties and tasks as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Demonstrated ability to communicate, and establish and maintain and build collaborative relationships
* Demonstrates solid interpersonal and leadership skills including sound judgement, diplomacy, conflict resolution and problem solving
* Demonstrates strong analytical skills, excellent computer skills, impeccable organizational skills and the ability to work independently as well as in a team environment.
* Consistently demonstrates the ability to manage complex cases and demonstrates the ability to work independently under pressure, meet tight deadlines and manage multiple projects simultaneously
* Ensure thorough understanding of applicable laws, regulations, disability best practices while maintaining privacy and confidentiality
* Understanding of and commitment to equity, diversity and inclusion
* Strong diplomacy skills with an ability to be flexible and give and take direction well
* Expertise in a diverse, multi-unionized organization
* Demonstrated ability to handle confidential and sensitive information with discretion
* Superior organizational skills with the ability to prioritize tasks, work independently, and thrive in a face-paced environment

**REQUIREMENTS/QUALIFICATIONS:**

* Bachelor’s degree in Human Resources, Disability Management or a relate field; or an equivalent combination of education and experience in the labour relations
* Minimum 5-7 years of relevant experience of progressive HR roles in a multi-site unionized setting including excellent knowledge and understanding of applicable legislation, regulations, and guidelines
* A degree in Human Resources Management, Educational Leadership, or a related field
* A CPHR designation is an asset.
* Experience within in the K-12 sector

**APPLICATION DETAILS:**

Apply at Make a Future <https://www.makeafuture.ca/careers-in-bc-education/>

School District 57 (Prince George) website <https://www.sd57.bc.ca/>