

Appendix "A"

Job Description

District Vice Principal of Human Resources and Health & Safety

The primary responsibilities for the role are the management of all aspects of the CUPE support staff, recruitment and retention initiatives for unionized employee groups, and District Health and Safety responsibilities reporting to the Director of Instruction/Human Resources.

This position requires superior management, as well as excellent written and oral communication skills, together with highly developed organizational and interpersonal abilities. Must have the ability to multi-task, prioritize and manage numerous interruptions. Work is performed independently with limited direction and requires the utmost confidentiality and diplomacy.

Roles and Responsibilities

- Reports directly and provides support services to the Director of Instruction/Human Resources
- Supervises, manages, and supports the Human Resources Coordinator with assigned duties and responsibilities
- Leads, manages and supports CUPE staffing operations
- Leads and assists in the interpretation and implementation of the CUPE Collective Agreement
- Leads CUPE labour/management, grievance meetings and resolution processes
- Leads or Assists the CUPE bargaining team
- Provides leadership, management and oversight of the District's Health and Safety Program
- Promotes health and safety awareness throughout the District
- Ensures that the Secretary Treasurer and the Senior Management team have current knowledge of issues and trends related to health and safety
- Prepares monthly status reports for Senior Management
- Attends and participates in Board and committee meetings, as required
- Develops positive, effective working relationships with the District personnel, the senior management team, and other employee groups
- Keeps current in the field of health and safety in order to ensure the District has the best possible information on which to base decisions concerning all matters relating to health and safety
- Liaises with related governmental bodies, regulating agencies and associations related to health and safety
- Develops and maintains written standards and practices related to the District's health and safety programs
- Envisions and plans a preferred future for the District Health and Safety program
- Sets goals, facilitates improvement actions and monitors progress
- Chairs District health and safety administrative team meetings comprised of the Manager of Operations and Director and Instruction/Human Resources
- Prepares return-to-work plans for short-term leaves and WorkSafe matters

- Leads Threat Violence/Harassment and culpable investigation processes including report writing and necessary disciplinary decisions
- Manages and analyzes district software and process integration between Human Resources, Payroll, and Accounting Departments
- Has a working knowledge of Microsoft software
- Leads recruitment and retention initiatives for unionized employee groups
- Attends and sponsors various career fairs
- Adheres to deadlines for ministry reporting requirements
- Keeps up to date on current Human Resources policies and practices
- Maintains confidentiality in all classified matters pertaining to the District and its operation
- Attends ad hoc committees as required by the Director of Instruction/Human Resources, Superintendent, and/or Secretary Treasurer
- Maintains superior positive communication with senior management and CUPE local executives
- Performs other related responsibilities that may be assigned by the Director of Instruction/Human Resources