



Director of Human Resources, Rundle College

Rundle College is seeking a Director of Human Resources to join the Leadership Team of the School and play a key role in furthering the talent strategy and support the School's commitment to student learning and experience by ensuring exceptional people practices and programs are in place. Reporting directly to the Headmaster, the Director of HR will focus on ensuring the Human Resources function and Talent Management practices are aligned to the mission and vision of the School.

An independent, coeducational, day school that was founded in 1985, Rundle College provides an outstanding educational experience for approximately 1060 students in Kindergarten through Grade 12. In addition to academic achievement, Rundle's programs emphasize character development, leadership training and good citizenship.

Rundle College is a not-for-profit corporation with approximately 175 faculty and 37 staff, it has a strong presence in the community as an established employer.

Rundle College is committed to its **Mission**: *to create a nurturing, engaging environment that provides an enriched, personalized education, preparing students for an ever-changing world. Rundle College will help students discover their potential, challenge them to attain their best and celebrate with them when they do.*

Position

The Director of Human Resources is responsible for the leadership, direction and management of all the people operations, and human resources functions of the School. As a key strategic partner in the executive leadership of the School, the Director of Human Resources is also responsible for talent strategy planning ensuring human resources programs, policies and procedures reflect the HR strategy and are effectively aligned to ensure achievement of the School's mission and vision through exceptional people programs that support excellence in education.

The Director of HR will read and articulate the HR/Talent Management strategy in support of Rundle's mission, vision and organizational goals and demonstrate the School's Values:

Together: Be Kind, Be Curious, Be Well.

Committed to employee satisfaction, the Director of HR will be responsible for the School's overall compensation strategy and provide direction, guidance and oversight to the School's salary grids and bands ensuring regulatory compliance and competitive positioning required to attract and retain employees. The Director of HR will be responsible for managing the School's group benefits and pension plans, and negotiating employment contracts.

As a member of the Leadership Team, the Director of HR will provide direction and guidance in all employee relations issues, including employee conduct, performance management and investigations.

The Director of HR will work closely with the Headmaster and collaborate with the Leadership Team in setting HR strategy to support Rundle's vision and mission internally and with the Board of Governors. There will be a focus on ensuring all employment policies, programs and procedures are in compliance with legal regulations and best practices and using business metrics and KPI's to design, establish, and maintain an effective organizational structure and FTE compliment that support the staffing requirements of the School.

The Director of HR will be responsible for ensuring an effective recruitment process is in place for all employee hiring, and oversee the final approval of recruitment, payroll, group benefit plans and employee retirement and pension plans. In addition, fiscal management of the HR Department budget, including oversight of professional development and training and in partnership with the CFO, the fiscal management of the compensation budgets.

Knowledge, Skills & Technical Ability:

- Post-Secondary Degree & CHRP or CHRL designation
- A minimum of 10 years progressive HR experience across multiple HR disciplines
- Previous experience working in Education and/or knowledge of Independent schools is an asset
- Knowledge of Alberta employment legislation and teacher legislation
- Strong public speaking and group facilitation skills
- Proven knowledge in Talent strategy best practice, policy development and implementation
- Exceptional communication skills, both oral and written
- Service oriented and committed to a positive employee experience
- Demonstrates integrity and trust

How to Apply:

Rundle College offers a competitive compensation and benefits package, training + development support and many other unique perks as a part of joining the Rundle team.

All qualified candidates are encouraged to apply and express their interest in confidence via email to info@tealandco.com, or by mail to Teal & Co Inc. at 277 Lakeshore Road East, Suite 407, Oakville, ON L6J 1H9 no later than **March 2nd, 2018.**

We appreciate all applications, however only those candidates selected for an interview will be contacted.

Rundle College is committed to providing accommodation for persons with disabilities. Please contact Rundle College administration office 403-291-3866 for further details or if you require any information in an alternate format. Rundle College is an equal opportunity employer.

