



## ANGLOPHONE NORTH SCHOOL DISTRICT

78 Henderson Street - Miramichi, New Brunswick E1N 2R7  
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**Invites applications from qualified individuals for the following position:**

### **Competition # 24-433: Human Resources Officer Permanent Position**

The successful candidate will be responsible to assist the Director of Human Resources to develop, implement, communicate and manage all human resource and payroll services for all staff in the district. You will perform a wide variety of duties using independent judgment, initiative, and discretion at all times.

**DUTIES:** Under the direction of the Director of Human Resources, the successful applicant will be responsible to interpret and administer the collective agreements for all employee groups; interpret and administer policies and guidelines, established laws and regulations, and district goals and objectives as they apply to human resources; coordinate the efficient administration of the recruitment process by applying the pertinent legislation, preparing questions, preparing evaluation systems, participating in the interview and evaluating the candidates; interpret and administer the various projects such as; work time flexibility program, and equal employment opportunity program; assist in the investigation and/or review of complaints and concerns to facilitate equitable resolutions and avoid grievances; in grievance situations, advise and recommend course of action and prepare responses; assist and/or investigate harassment complaints and complaints under the pupil protection policy, human rights complaints and complaints to the ombudsman; collect and interpret data for position evaluation and classification purposes; reply to requests for retirement planning information; assist in the orientation for new employees; workers' compensation-distribution, maintenance, processing, and follow-ups of all cases in district; respond to inquiries pertaining to employee records; co-ordinate employment programs; and other duties as assigned.

**QUALIFICATIONS:** The successful applicant will have a university degree in business administration, public administration or in a related field, with a major in human resources, and three years of experience in human resources. The incumbent must have excellent interpretation, analytical, and inter-personal skills, be able to work independently, accurately, and in a confidential manner and have excellent communication skills. An equivalent combination of education and experience may be considered. Written and spoken competence in English is essential. Advanced computer skills in the MS Office Suite and CPHR designation would be considered assets.

**SALARY:** \$2,183 to \$3,053 bi-weekly.

**LOCATION:** To be determined within Anglophone North District.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response to this competition, education and/or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted.