



## Career Opportunity

### Superintendent of Human Resources

Posted October 17, 2023

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#### Internal/External

Schools and administrative sites within the Hamilton-Wentworth Catholic District School Board (HWCDSB) give witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. Central to this vibrant and student focused system is a vision of students as uniquely created in the image of God. This commitment is expressed and realized in the Board's Mission which is:

*“In union with our Bishop, to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model”*

Hamilton-Wentworth Catholic District School Board (HWCDSB) is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of students and our community. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: \* First Nations, Métis and Inuit peoples, and all other Indigenous peoples; \* members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin; \* persons with visible and/or invisible (physical and/or mental) disabilities.

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**Date of Appointment:** As soon as possible

**Reporting to:** Director of Education

#### **Description:**

The Hamilton-Wentworth Catholic District School Board (HWCDSB) is a Christ centred school system that provides excellence in Catholic education to approximately 30,000 students in 56 schools throughout the region. The successful candidate will demonstrate a strong commitment to the HWCDSB Mission and Vision to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model. The successful candidate will identify, develop and promote human resources practices that support system leaders and influence instructional and organizational improvement.

As an active member of Director's Council, the successful candidate will work collaboratively with fellow members of Senior Administration, principals/vice-principals, managers and other leaders throughout the system to support the development, implementation and monitoring of the Board's Multi-Year Strategic Plan.

### **Responsibilities:**

The position provides overall leadership and direction for the Human Resources function of the HWCDSB. These functions include:

- Teaching/Non-Teaching Administration;
- Payroll Administration;
- Group Employee Benefits;
- Labour and Employee Relations
- Staff Health and Wellness;
- Collective Bargaining;
- Disability Management;
- Recruitment and Selection;
- Board Leadership Development;
- Staff Performance Appraisal Programs;
- Occupational Health and Safety;
- Workplace Safety & Insurance Board (WSIB);
- Emergency Preparedness;
- Pastoral Services/Employee Assistance Program;
- System Equity Office; and,
- other duties as assigned.

### **Qualifications & Experience:**

- Active member of a Catholic parish with a strong commitment to Catholic education;
- Post-secondary education in Human Resources, Labour Relations, Law or Business administration is required;
- Ontario Business Supervisory Officer Qualifications or commitment to complete the certification within the first two years of appointment;
- Certified Human Resources Executive (CHRE), Certified Human Resources Leader (CHRL) or another similar professional designation related to the position's responsibilities is required;
- Certificate or experience in alternative dispute resolution (ADR);
- Demonstrated leadership within the broader Catholic community;
- A minimum of 7 years of leadership experience within a publicly funded education system is preferred;
- Demonstrated experience implementing Board policies, Government of Ontario legislation (e.g., Labour Relations Act, the Ontario Human Rights Code, Ontario Health and Safety Act,

the Employment Standards Act etc.), the Education Statutes and Regulations of Ontario; and Ministry of Education guidelines;

- Demonstrated leadership in directing a team of Human Resources professionals;
- Experience in working with unions and a unionized workplace environment;
- Experience in leading collective bargaining negotiations and grievance administration;
- Demonstrated experience as an authentic, open, transparent and accountable leader with a commitment to staff/student well-being and Catholic faith formation;
- Demonstrated superior interpersonal, communication, time-management and organizational skills;
- A comprehensive understanding and commitment to place the dignity of the human person as the foundation for all interactions; and,
- A strong desire to be a member of a Senior Administration team which shares a common vision.

**Applications shall be accompanied by:**

- A complete curriculum vitae providing evidence of the required qualifications;
- A statement (1-2 pages) of philosophy of Catholic Education which outlines experiences and examples of personal commitment to Catholic faith and witness;
- A current written Pastoral Letter of Reference from the applicants present Pastor;
- A current written professional reference from the applicant's immediate supervisor;
- The names, addresses and telephone numbers of two additional references from the applicant's current or previous work environment.

**Location** – Father Kennedy Catholic Education Centre

**Salary Range:** As identified in the HWCDSB Executive Compensation Framework

**Last date for consideration:**

Applications in a sealed envelope marked “**Personal and Confidential**” must be received by the undersigned not later than **Friday, November 3, 2023 - 4:00 P.M.**

**Mr. D. Hansen  
Director of Education  
Catholic Education Centre  
90 Mulberry Street  
Hamilton, Ontario  
L8N 3R9**

Please include the full posting title within the subject line. The resume must include two (2) Professional References; and a Pastoral Reference Letter is preferred. It must also include an authorization to contact references provided. Thank you to all applicants who submit their

application. Please note that consideration will be given to those applicants who submitted a complete package. Only those applicants eligible for an interview will be contacted. Current, completed and clear Vulnerable Sector Check will be required prior to hiring. Applicants shall submit a resume/CV that outlines skills, abilities and qualifications to [careers@hwcdsb.ca](mailto:careers@hwcdsb.ca). Please include the full posting title within the subject line and attach your submission.

In our efforts to ensure an inclusive, diverse and representative workforce, HWCDSB will: value, promote and encourage the hiring of staff from under-represented communities; value applicants' additional experiences, lived experience, skills, backgrounds and perspectives collect voluntary self-identification data from applicants in accordance with the Ontario Human Rights Code, HWCDSB's Teacher Hiring Practices Administrative Procedures, and Ontario's Anti-Racism Data Standards: Where the required skills, ability and qualifications of candidates are relatively equal, candidates who self-identify as a member of one or more under-represented groups may be selected. The HWCDSB is also an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We also recognize our duty to accommodate and foster a culture of inclusion. We will provide accommodations during the hiring process. If an accommodation is required, please inform the Human Resources Team or Hiring Manager in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially.