

## Manager, Human Resource Services Human Resource Services

Full-Time, Term Position Available (up to December 31, 2018)

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

**Duties:**  
Reporting to the Director of Human Resource Services, the Manager, Human Resource Services, is accountable for the planning, delivery, consultative services and management of staff responsible for recruitment and selection, job evaluation, labour relations, employee and organizational development services delivered to all areas of the College. The position is also responsible for the administration, interpretation and implementation of policies and procedures, and translating them into operational terms for management, and to ensure compliance under the relevant legislative requirements and collective agreement. The position supports other aspects of human resource management that advance the Colleges Human Resource Strategy and represents Human Resource Services on various college committees and corporate initiatives.

The position is responsible to manage the Human Resource Consultants and the Human Resource Associates and must plan their activities to meet not only corporate expectations but also to satisfy the human resource needs of the departments to whom they provide service.

This position is also responsible to provide consultative and human resource services to Management and the Pay and Benefits unit within of Human Resource Services.

### Required Qualifications:

- University degree in related Human Resources field, completion of a post-secondary certificate in HR management or an equivalent combination of education and experience
- Significant related experience at a management level
- Experienced working in and overseeing the work of others in staffing, labour relations and job evaluation and other areas of Human Resources
- Experience with the administration, interpretation and implementation of policies and procedures, and translating them into operational terms for management
- Experience and skill in project management
- Operational planning, organizational, analytical, problem solving and decision making skills
- Critical thinking skills, coupled with creativity and innovation
- Ability to effectively build and lead teams
- Flexibility and the ability to adapt to rapidly changing organizational needs
- Demonstrated ability to promote and manage change
- Ability to research including labour/employment laws and arbitration trends
- Strong interpersonal skills with a client services approach
- Conflict resolution skills
- Effective verbal and written communication skills
- Experience developing and delivering human resource training
- Efficient in computer software applications including Microsoft Office and HRIS
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Management or Supervisory Training
- CPHR Certification

### Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

Competition Number: 2017-131  
Closing Date: November 17, 2017  
Salary Range: \$92,371 - \$120,098 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)

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