



STAFFING MANAGER

General Circular No. M-11 / 1722

Place of Work:	Human Resources Department
Classification:	2
Salary Rate:	\$52,402.00 to \$69,868.00
Start Date:	November 4, 2020
Immediate Superior:	Assistant Director

Nature of the Work

The position of staffing manager entails the performance of the management duties pertaining to the technical and administrative activities required for the operation of labour personnel (QFL) Dossier within the Human Resources Department.

The position includes, in particular, the performance of management duties pertaining to the technical and administrative activities required for the staffing of caretaking personnel including remuneration, participation in labour relations meetings, communication with employees, administrators and union delegates, hiring of new employees, development of procedures as needed, assistance to the Material Resources Department in developing professional development, participation on the Professional Development Committee, preparation of documents and reports, and evaluation of staff.

The position consists in providing, within the QFL dossier, advice to administrators of the school board so as to promote the optimal management of programs or activities under his responsibility.

Furthermore, the candidate may be asked to assume any other responsibility compatible with his function that may be assigned by the Assistant Director.

Requirements and Qualifications

- Diploma of college studies in a relevant field of studies, preferably Human Resources or a related field
AND Six (6) years of relevant experience, preferably in Human Resources
OR
Secondary V diploma in a relevant field of studies
AND 10 years of relevant experience, preferably in Human Resources
- Fluency in English and in French (oral and written)
- Ability to maintain a high level of discretion and confidentiality
- Excellent interpersonal skills
- Proficiency in the Microsoft Office Suite
- Ability to work effectively as a member of a team
- Ability to communicate effectively and to develop a positive rapport between all stakeholders
- Proven ability to prioritize, multi-task and work within time constraints in a meticulous manner
- Knowledge of the blue collar (QFL) collective agreement, an asset

To view job description as outlined in the classification plan [click here](#)
or visit their website

http://cpn.gouv.qc.ca/fileadmin/documents/CPNCA/eng/10_Class_Plans/Management_Staff/EmploisCadreAA200207.pdf

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Wednesday October 28, 2020 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Testing and interviews will be held on Friday, October 30th, 2020

Only candidates chosen for an interview will be contacted by the English Montreal School Board

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.