



PERSONNEL MANAGEMENT CONSULTANT-RECRUITMENT AND RETENTION
General Circular No. M-16

Place of Work:	Human Resources Department
Classification:	4
Salary Rate:	\$62,774.00 to \$83,696.00
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The position of personnel management consultant within the Human Resources department entails the performance of the duties pertaining to the recruitment, staffing and retention of school board personnel. The personnel management consultant will also oversee the orientation of new employees and assist the HR management team with the dossier pertaining to employee performance appraisals and employee recognition.

The incumbent represents the employer in the performance of their duties.

The position includes, in particular, the following responsibilities:

- Manage and oversee the recruitment process for the school board: Identifying, attracting, interviewing, recommending the selection and hiring of candidates, and conduct the onboarding of new employees of different categories.
- Collaborate with Department directors to draft job descriptions and create job postings.
- Participate in formulating policies, programs, standards, rules and procedures related to recruitment, staffing and retention of different categories of employment within the school board.
- Ensure the follow-up and monitoring of the implementation of such policies, programs, standards, rules and procedures.
- Advise senior staff on the policies, programs, standards, rules and procedures and on the application of collective agreements or regulations respecting conditions of employment.
- Participate in the application of collective agreements or regulations respecting condition of employment.
- Develop, implement and manage recruiting activities related to specific programs at schools, cegeps and universities.
- Collaborate with external organizations to promote employment opportunities in line with the EMSB's mission of diversity and inclusion.
- Establish and maintain a fluid network of resources through industry contacts, association memberships, social media and employees.
- Manage Employee development and training.
- Participate in the development of Career and Succession planning.
- Coordinate, supervise and evaluate the work of office staff under the incumbent's responsibility.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program, preferably Human Resources or Industrial Relations or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.
- 2 years of relevant experience
- Member of CHRP or CIRC order, an asset
- Experience in recruitment and retention preferably in a unionized environment
- Familiarity and experience working with ethnocultural groups
- Proven ability to keep pace with and apply the latest trends in recruitment and retention
- Knowledge of applicable human resources legislation and public policies
- Patience, resilience, adaptivity and creativity (empathy, confidence, and persuasiveness)
- Excellent communication and interpersonal skills
- Proven ability to prioritize, multi-task and work within deadlines in a meticulous manner
- Proven ability to work autonomously
- Fluency in English and French, both oral and written
- Proficiency in MS Office Suite

To view job description as outlined in the classification plan [click here](#).

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 Thursday June 2 by 4:00 p.m.

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

Only candidates chosen for an interview will be contacted by the English Montreal School Board.
Tests may be administered in order to assess candidates' skills.

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.