Okanagan Similkameen SD53

POSTING – Manager of Human Resources

School District No. 53 (Okanagan Similkameen)
Full-time, permanent position in-person at the School Board Office in Oliver, BC
Effective March 1, 2027, or upon mutual agreement

School District No. 53 is seeking an experienced and collaborative human resources professional to join the District in the position of **Manager of Human Resources**. This is an opportunity for a skilled HR leader to play an important role in supporting employees, strengthening labour-management relationships, and advancing effective human resources practices across the District.

Reporting to the Superintendent and Secretary-Treasurer, the Manager of Human Resources provides strategic and operational leadership across a broad range of human resources functions, including employee and labour relations, recruitment and retention, workplace investigations, workforce planning, compensation and payroll oversight, and legislative and collective agreement compliance.

Key Responsibilities

The Manager of Human Resources will:

- Provide leadership, advice, and consultation to employees, supervisors, and management on human resources and labour relations matters.
- Lead recruitment and selection processes and develop strategies to attract, retain, and engage qualified employees.
- Manage complex employee relations matters, including performance and attendance concerns, workplace conflict, complaints, investigations, discipline, and accommodation-related processes for both unionized and exempt employees.
- Lead and support workplace investigations involving harassment, discrimination, misconduct, and policy concerns while ensuring fair and legally compliant processes.
- Interpret and administer collective agreements, employment legislation, District policies, and established HR practices.
- Build productive relationships with union representatives and represent the District in grievances, labour-management discussions, and other labour relations processes.
- Support collective bargaining and the implementation of negotiated collective agreements.
- Oversee payroll review and compensation processes to support accuracy and compliance with collective agreements, employment standards, tax requirements, benefits administration, and District policies.
- Assess legal, financial, operational, and reputational risks associated with HR matters and liaise with legal counsel and external organizations as required.
- Support District initiatives related to employee engagement, wellness, diversity, equity, inclusion, workforce planning, and organizational development.
- Provide strategic recommendations to strengthen HR programs, systems, service delivery, and workforce outcomes.

Qualifications and Experience

The successful candidate will bring:

- Completion of a relevant university degree, diploma or certificate in human resources, labour relations or Business Administration or related field; or an equivalent combination of education and directly related experience.
- Ideally 2 or more years of recent Human Resources experience, preferably within a complex, unionized and public sector environment.
- Chartered Professional in Human Resources (CPHR) designation is preferred.
- Comprehensive knowledge of employment and labour legislation, collective bargaining, human rights, workplace investigations, and employee relations.
- Demonstrated experience managing investigations, grievances, conflict resolution, performance matters, and other sensitive workplace issues.
- Experience leading recruitment, workforce planning, and organizational development initiatives.
- Knowledge and experience related to compensation, payroll review, benefits, employment standards, and payroll reporting.
- Exceptional interpersonal, leadership, negotiation, conflict resolution, and communication skills.
- Strong analytical and problem-solving abilities with the capacity to balance organizational priorities, employee needs, collective agreements, legislation, and organizational risk.
- Demonstrated ability to exercise sound judgment, discretion, diplomacy, and confidentiality and to build effective relationships with employees, leaders, unions, and external partners.

Join Our District

We are looking for a thoughtful, solutions-oriented HR leader who values relationships, sound decision-making, collaboration, and service. The successful candidate will contribute to a positive workplace culture and help ensure the District continues to attract, support, and retain exceptional employees who serve our students and communities.

Annual salary range for the position is $100,331 to $125,414, and includes a comprehensive benefits package. Please send applications to noakford@sd53.bc.ca and include a letter of application, resume (include your preferred method of contact) and copies of supporting documentation with the names of three professional references no later than **4:00 p.m., December 30, 2026**.

Anticipated start date: March 1, 2027, or upon mutual agreement.

Acknowledging with Gratitude the Ancestral and Unceded Territory of the Sukənaqin and Smәlqmix People, Traditional Keepers of the Land.