



BRANDON SCHOOL DIVISION

Job Description

Position	Human Resources Assistant
Department	Office of Human Resources
Reports To	Supervisor of Human Resources

JOB PURPOSE

Under the direction of the Supervisor of Human Resources, the Human Resources Assistant provides a wide range of general and administrative support for the effective and efficient operations of the HR department, while always maintaining confidentiality.

PRIMARY RESPONSIBILITIES

Without restricting the generality of the foregoing, the Human Resources Assistant, through consultation with the Supervisor of Human Resources, shall:

- Provide administrative support to Supervisor of Human Resources.
- Manage customer and employee inquiries in a courteous and expedient manner and acts as a resource person for information regarding topics such as employment opportunities, application requirements, and training.
- Prepare job postings for specified casual (on call) positions.
- Advertise positions on external websites and social media.
- Create, maintain, and complete recruitment documents and files for internal and external applicants.
- Coordinate and schedule interviews, meetings, and book meeting rooms.
- Coordinate and administer assessment testing.
- Prepare correspondence to applicants and new hires for review and signature.
- Assist with planning, organizing, and implementing onboarding and orientation for new staff.
- Provide back-up support to the HR department such as file management and coverage for sub booking (may involve a change to regular workday start and end times).
- Support the Workplace Safety and Health Officer with all reports including incidents, violent incidents, and keeping track of lost time injuries.
- Assist Workplace Safety and Health Officer with organizing training for committees and new hires as well as assist as needed with scheduling inspections, etc.
- Establish and maintain files and records specific to other HR operations such as WCB files, and ensures legislative standards are adhered to.
- Record meeting minutes at the Workplace Safety and Health Committee Meetings.
- Prepare reports and statistics related to areas of responsibility.
- Assist with maintaining the Division's Administrative Procedures - 5000 Series.
- Assist with coordinating and facilitating the accommodation process, as directed.
- Order, maintain and distribute supplies for the HR department.
- Maintain school volunteer brochure, help notes and related forms.

- Liaise with Child Abuse Registry Unit, Brandon Police Station and/or RCMP on requirements for school volunteers.
- Handle incoming inquiries from School Administrative Assistants regarding school volunteers.
- Distribute school volunteer Child Abuse Registry Checks to appropriate school when received.
- Provide training to School Administrative Assistants regarding the school volunteer process.
- Verify, code, and submit to Assistant Superintendent for signature for reimbursement of school volunteer fees.
- Manage attendance monitor system in HRIS.
- Perform other related responsibilities, as assigned.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

COMPETENCIES

- **Service Orientation** - Acts with the needs of stakeholder(s) in mind by establishing a rapport with the other party. Involves putting oneself into the mindset of the stakeholder and facilitating delivery of solutions that meet their underlying and unexpressed needs.
- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (ie. policies and procedures) and demonstrate reliability and integrity daily.
- **Teamwork**– Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

WORK CONDITIONS

Physical Conditions

The duties of the Human Resources Assistant are carried out primarily in a busy office environment.

- Sits at a desk using keyboard and office equipment (daily)
- Uses hands, arms and shoulders when using various types of office equipment (daily)
- Lifts and/or move up to 20 lbs (occasionally)

Psychological/Stress Conditions

The position workload and environment does not generally increase employee emotional or stress levels.

- Interruptions and requests from multiple areas (daily)
- Multi-tasking (daily)
- Proofreading, repetitive movements such as typing (daily)
- Job demands versus time constraints (daily)
- Periods of intense concentration when meeting deadlines and during peak periods (occasionally)
- Participates in group decision making and projects (occasionally)

Environmental Conditions

The Human Resources Assistant works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily)
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily)
- Self-motivated and quality driven to perform independent projects (daily)
- 35.00 hour per week

POSITION QUALIFICATIONS

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred, these are mandatory requirements of the position.

Knowledge, Skills, and Abilities

- A good working knowledge of computer applications related to human resources/applicant tracking administration, as well as a high level of proficiency in Microsoft Office programs.
- Well-developed research, reasoning, analytical and problem-solving skills.
- Demonstrated effective interpersonal and communication skills to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Working knowledge of Human Resources legislation, policies and procedures and an understanding of collective agreements gained through a combination of directly related education and/or equivalent combination of work experience and education.
- Ability to self-manage and work independently, set priorities and meet deadlines and possess the initiative and have the ability to carry out instruction without detailed direction.
- Demonstrated ability to manage a high volume of tasks and duties in an efficient manner in a deadline-oriented environment.
- Demonstrated ability to maintain confidentiality of information within and outside the workplace.
- Willingness to participate in training and self-development programs in order to adjust to changing environments and new technologies.

Education And Experience

- Bachelor's Degree or College Diploma (Human Resource Management or related field) and/or equivalent education and experience.
- Minimum of two (2) years of work-related experience, preferably in a unionized environment.

Preferred Qualifications and Experience

- Working knowledge of Workplace Safety and Health legislations would be an important asset.

NOTE: Position qualifications are measured through a variety of means such as, formal interview, application materials and reference checks.