



Trafalgar Castle School is an all-girls' day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

Are you a Human Resources Professional who is looking for a flexible schedule in a dynamic work environment? Then we want to meet you. We're looking for a **Part-time Human Resources Manager (3 days/week)** to join our School.

You'll report to the Chief Financial Officer and be responsible for the development, leadership and implementation of a wide range of human resources programs and services to support a healthy and positive school culture.

You have:

- A post secondary education in human resources or related field and completion of CHRL or equivalent designation, with at least five years of progressively responsible experience in human resources; or an equivalent combination of education and experience.
- Knowledge of the theories and current best practices for the full range of generalist human resources functions, including recruitment and employee onboarding, employee relations, policy development, compensation and benefits, training, health and safety, performance management and human resources planning
- Knowledge of relevant workplace legislation
- Knowledge of HRIS (preferably ADP Workforce Now) and their capabilities for supporting data driven decisions including management reporting
- Strong time management and organizational skills.
- Familiarity with Microsoft Office and the Google Apps Suite

You are:

- Resourceful and flexible, with a good sense of humour.
- A team player with impeccable integrity, confidentiality and professionalism.
- Authentic, warm and enthusiastic
- An exceptional communicator with strong relationship building skills and diplomacy skills to handle challenging or sensitive situations

What you'll be doing:

- Developing, leading and implementing a range of HR programs to support the leadership of the school including recruitment, employee onboarding, and policy development
- Advising managers and employees on the interpretation of human resources policies, compensation and benefit programs, and employment related legislation
- Assessing training requirements and delivering or sourcing required training
- Participating on the School's Joint Health & Safety Committee (JHSC) and the Diversity, Equity and Inclusion (DEI) Committee
- Responding to employee enquiries and providing all necessary information to support employee understanding and satisfaction
- Providing advice and guidance to employees in dealing with workplace issues and challenges to promote early resolution
- Maintaining, overseeing and reporting on the administrative functions for HR, including maintaining employee records; administering the employee benefits, disability, leave and employee assistance programs; and conducting workplace investigations as required

Here's what we offer:

- Working in a Castle! You'll see when you get here, it's a beautiful place to be.
- Competitive salary.
- Flexible schedule.
- Free parking.
- Lunches provided (taxable benefit).
- Really great colleagues who do fun things together.
- An Employee Recommended Workplace, recognized by The Globe & Mail and Morneau Shepell survey and
- A welcoming and vibrant school community.

If you think you're the right person for the job, please send a covering letter and resume by **August 30, 2021** to:

Peggy Watt, HR Manager
careers@trafalgarcastle.ca

Trafalgar Castle School is committed to fostering an inclusive, diverse and respectful environment where everyone feels they belong. We welcome and encourage qualified applicants who share our commitment. We are also committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at watt.peggy@trafalgarcastle.ca so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: www.trafalgarcastle.ca.