

Anglophone South School District

Anglophone South School District invites Expressions of Interest for the following position:

**Human Resources Officer
Office of the Superintendent
TERM position - Effective immediately to March 2027
Competition #HROPB42026**

Description:

As part of the human resources team, the Human Resources Officer is responsible to assist the Director of Human Resources to develop, implement, communicate and manage all human resources activities.

Areas of Responsibility

- Interpret and administer the collective agreements for all employee groups
- Interpret and administer policies and guidelines, established laws and regulations, and district goals and objectives as they apply to Human Resources.
- Labour and employee relations
- Assist in the investigation and or review of complaints and concerns to facilitate equitable resolutions and avoid grievances. In grievances, advise and recommend course of action and prepare responses
- Assist with coordinating the investigation of complaints and concerns – Policy 311, Policy 701 – Pupil Protection, Respect in Workplace Policy, Violence in Workplace, Human Rights, professional conduct, etc.
- Recruitment
- Attendance management
- Employee wellness
- Work Safe NB
- Various projects to support the Office of the Superintendent.

Qualifications and Experience

- Bachelor's Degree with a concentration in Human Resources, Business or a related discipline
- Minimum of 3 years' relevant experience in delivering Human Resources services
- A strong commitment to professionalism, precision, and attention to detail
- Effective communicator with the ability to connect and collaborate with employees
- Demonstrated ability to work independently with confidence, while showcasing curiosity, problem-solving expertise, sound judgement, and strong decision-making skills
- Written and spoken competency in English is required.
- A combination of education and experience may be considered.

Essential attributes include:

- Demonstrated computer literacy with strong skills in all MS Office products.
- Exceptional written, organizational, interpersonal and communication skills

*Depending on the successful candidate's address, they may have an office in Hampton, Saint John, or St. Stephen, if operationally possible.

Salary: This position is a Management Non-Union position and falls under Pay Band 4 (\$2,249.00 to \$3,145.00 bi-weekly).

Application can be made via the ApplyToEducation platform: <https://asds.simplification.com>. (Job code #3997967). Competition closes **Friday, January 2, 2026, at 12:00 pm**. Your application must clearly outline your qualifications and/or experience in Human Resources. A minimum of 3 professional references must be provided, two of which should be supervisory. Please ensure to reference the position title and competition number in your cover letter.

Subject to the response of this competition, education and/or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted.

We are an Equal Opportunity Employer, and we promote a scent-free environment.