

Anglophone South School District

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

Human Resources Officer (1 position)
Office of the Superintendent
Permanent Position-effective immediately
Requisition #17352

Description:

As a member of the Human Resources team, the Human Resources Officer supports the Director of Human Resources in the delivery of a broad range of HR services. This role contributes to a respectful, safe, and effective workplace and supports the operational and strategic priorities of the district.

Key Responsibilities

The responsibilities of this position may vary based on operational needs. The successful candidate may be involved in a range of the following areas:

- Providing interpretation and guidance on collective agreements across employee groups
- Supporting the application of policies, legislation, and regulations, ensuring alignment with district priorities
- Contributing to labour and employee relations matters
- Assisting with the investigation and resolution of employee concerns and complaints, with a focus on fair and timely outcomes
- Supporting grievance processes, including preparing responses and recommending appropriate courses of action
- Coordinating and/or assisting with investigations related to district and provincial policies (e.g., Policy 311, Policy 701 – Pupil Protection), respectful workplace, workplace violence, human rights, and professional conduct
- Participating in recruitment and onboarding processes
- Supporting performance and attendance management
- Assisting with employee wellness and disability management, including WorkSafeNB matters
- Contributing to projects and initiatives in support of the Office of the Superintendent

Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Minimum of three (3) years of relevant Human Resources experience
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and manage sensitive matters with professionalism
- Strong communication and interpersonal skills, with the ability to build effective working relationships
- Ability to work independently, manage competing priorities, and problem-solve in a dynamic environment
- Written and spoken competency in English is required
- An equivalent combination of education and experience may be considered

Core Competencies

- Proficiency in Microsoft Office Suite
- Strong organizational, analytical, and time management skills
- High level of attention to detail and accuracy
- Discretion and professionalism in handling confidential information

Work location is flexible and will be determined based on operational feasibility, with potential office locations in Saint John or St. Stephen

Salary: This position is a Management Non-Union position and falls under Pay Band 4 (\$2,271.00-3,176.00 bi-weekly).

Application

Your application must clearly demonstrate your qualifications and experience in Human Resources. Candidates selected for interview will be required to provide a minimum of three (3) professional references, including at least two (2) supervisory references.

How to apply if you are already on Fusion: Click this link [Opportunity Marketplace - Oracle Fusion Cloud Applications \(oraclecloud.com\)](#) and search **requisition #17352**.

How to apply if you are currently external to Fusion (not already on Fusion): Click this link [Anglophone School District Careers \(oraclecloud.com\)](#) and search **requisition #17352**.

This competition will close on Friday, September 18 at 12:00 p.m. This is the second posting; applicants who applied before need not re-apply, your applications will be carried over.

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.