



## **EMPLOYMENT OPPORTUNITY DIRECTOR OF HUMAN RESOURCES**

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. The municipalities of Bath, Centreville and Florenceville-Bristol will be amalgamating with the surrounding Local Service Districts (LSDs) of Glassville, Lakeville, Peel, Upper Kent, Wicklow, and Wilmot as well as a portion of the LSDs of Aberdeen, Kent and Simonds. These areas form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Director of Human Resources is responsible for leading, developing, and implementing the policies and activities of the Human Resources (HR) department. The Director of HR ensures informed, innovative, and consistent strategic HR practices that lead to positively influencing the culture and workplace experience. The Director of HR plays a critical role in building organizational capability and fostering a respectful and supportive culture.

### **Main Duties:**

1. Leads the planning, development and implementation of HR strategies and plans;
2. Delivers a full range of HR services and processes;
3. Conducts HR research and activities;
4. Acts as an HR liaison and coach with internal stakeholders;
5. Supervises and leads HR staff (if applicable) to ensure a positive and healthy work environment;
6. Performs other administrative duties and special projects.

### **Qualifications:**

The qualifications required to successfully perform the job are as follows:

- Completion of a post-secondary degree or certificate in Human Resources, Business, or Public Administration or relevant experience;
- 7-10 years of experience in human resources administration;
- Valid New Brunswick driver's license;
- A Chartered Professional in Human Resources (CPHR) designation is preferred;
- Equivalent combination of education and experience may be considered.

The Director of Human Resources must spend considerable time interfacing with people. There are times the incumbent may face stress due to the need to manage multiple requests and demands and complete tasks within tight deadlines.

The complete job description can be seen at [www.carletonnorth.com](http://www.carletonnorth.com) under the heading Job Opportunities.

**Please include a cover letter with your resume. Application deadline is January 8, 2023. Only those selected for an interview will be contacted.**

Resumes may be e-mailed to [sarah.pacey@carletonnorth.com](mailto:sarah.pacey@carletonnorth.com).