



EMPLOYMENT OPPORTUNITY

DEPARTMENT: SIKSIKA BOARD OF EDUCATION

DATE POSTED: Dec. 1, 2025
PRESCREENING: Dec. 10, 2025

DEADLINE: Dec. 10, 2025
INTERVIEW DATE: Dec. 11, 2025

POSITION TITLE: HUMAN RESOURCES SPECIALIST

SALARY: Commensurate with Experience and Grid Placement

FULL TIME: Contract Basis

POSITION SUMMARY: Responsible for overseeing and managing the daily Human Resources operation of the Siksika Board of Education. This role requires a proactive leader, who can manage an efficient talent recruitment process, handle employee relations, and oversees the administration of employee benefits. The H.R. Supervisor will be working under the direction of the Superintendent. As a member of an interdependent leadership team, the H.R. Supervisor will contribute to the design and implementation of an SBE strategic plan.

DUTIES:

1. Under the direction of the Superintendent, lead and oversee H.R. processes that are effective, efficient, and service-focused.
2. Contribute to the strategic direction of the SBE as a key member of the administrator team.
3. Manage employee processes through all stages (recruit, source, select, redeploy, retire, terminate).
4. Manage employee records while optimizing security and upholding all confidentiality and privacy expectations.
5. Develop and maintain effective working relationships with internal and external partners.
6. Develop and administer a comprehension process for new employees.
7. Address employee inquiries and requests related to various H.R. matters.
8. Manage employee relations in accordance with policies and procedures.
9. Coordinate, develop, and deliver training, workshops, and presentations on a variety of H.R. topics, procedures, and departmental services.
10. Oversee job postings, represent the organization at public events, including job and career fairs.
11. Oversee the implementation of a HRIS

MINIMUM QUALIFICATIONS:

1. Certification as Human Resources Professional (CHRP).
2. Bachelor's degree or college diploma in Human Resources, Business Administration, or related field.
3. A minimum five years of experience in providing progressively more responsible, organizational leadership in a Human Resources environment.
4. Other relevant experience and education considered

OTHER FACTORS:

1. Must have current Criminal Record Check and Child Intervention Check.
2. Must have a valid Class 5 Drivers' License.
3. Familiarity with Siksika Language, Culture, and Ways of Knowing a strong asset and a willingness to learn more.

PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE

In-person or by email at workwithus@sboe.ca