



**Carlton Trail College has an opening for a Human Resources Director**

Carlton Trail College is recruiting for a permanent full-time Human Resources Director. Applications must include an updated cover letter and resume.

This competition will close on **March 17, 2026**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**[careers@carltontrailcollege.com](mailto:careers@carltontrailcollege.com)**

**Human Resources Department  
P.O. Box 720  
Humboldt, SK S0K 2A0**

Out of Scope Benchmark Level: 6  
Location: Humboldt

POSITION SUMMARY
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Reporting to the President and Chief Executive Officer (CEO) the Human Resource Director is responsible to provide Human Resource expertise in the areas of interpretation and administration of personnel policies, collective bargaining agreement, and associated labour regulations.

The position has overall responsibility for key human resource functions, including recruitment and selection, performance management, learning and development, and labour relations. The Human Resource Director will implement and contribute to ongoing initiatives to improve processes and implement best practices that support our strategic direction, operations, and organizational priorities.

DUTIES AND RESPONSIBILITIES
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Management & Leadership:

- As the subject matter expert, consult, advise, and direct supervisors on matters requiring interpretation and administration of personnel policies or the collective bargaining agreement, human resource programs, and applicable legislation.
- Provide guidance to supervisors on performance management, progressive discipline, employee and labour relations, conflict resolution, professional development, return to work management, leaves of absence, etc.
- Provide leadership and direction in terms of ensuring a collaborative, safe, effective, and efficient work environment is maintained.
- Participate in the College's strategic planning process.
- Use a quality improvement approach to develop and implement policies, procedures, and guidelines.
- Meet regularly with supervisors to assess progress and work toward solutions that seek to improve progress in the areas identified for development.
- Represent the College and liaise with external agencies, partners, and stakeholders, and represent the College on committees as assigned.
- The application of adult education principles and practices.
- Prepare, manage, and administer the Human Resource budget.

Planning and Reporting:

- Participate in the preparation of reports, such as the Annual Report, the Business Plan, Quarterly Reports, monthly Board reports, and other ad hoc reports as required.
- Ensure that timely reports are made available to the CEO, Leadership Team, Board of Directors, and other external partners as required.
- Coordinate and/or provide educational workshops as required to staff on various Human Resource-related policies, procedures, and programs if required.
- Develop and implement programs that create awareness, promote, and maintain a healthy work-life balance and working environment.

Human Resource Management:

- Responsible for the overall Human Resource functions, ensuring that activities are reflective of agreed upon provincial strategies, and in line with the Collective Bargaining Agreement.
- Manage Return to Work process and cycle assisting employees and supervisors.
- Implement proactive recruitment strategies in partnership with hiring supervisors.
- Represent the College on provincial committees, such as the College's Human Resources Committee, the Joint Job Evaluation Committee, the Provincial Negotiation Committee, and other committees as necessary.
- Represent management on local union-management committees, such as the Joint Union Management, and Occupational Health and Safety.
- Interpret and administer the terms of the Collective Bargaining Agreement and advise the leadership team and all staff on matters related to the administration of the Collective Bargaining Agreement and College personnel policies.

- Plan, develop, implement, and evaluate personnel and labour relations strategies, including policies, programs, and procedures, to address the College's Human Resource requirements.
- Assume overall responsibility to develop and maintain a comprehensive Human Resource Information System (HRIS).
- Responsible for effective recruitment processes and effective selection tools in the recruitment and hiring process.
- Develop and administer effective tracking and reporting systems for all professional development and in-service activities.
- Lead, as required, investigation and facilitation of dispute resolution and grievances.
- Oversee development of effective employee orientation packages and processes.
- Responsible for payroll as it relates to HR.
- Oversee preparation of documentation for appointment letters, payroll documentation, and grid placement for all employment contracts.
- Monitor the probationary evaluation process and performance appraisal process.
- Implement an orientation strategy and provide support and processes to hiring supervisors and new employees.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated working knowledge of key functional human resource areas; recruitment and selection, employee orientation, employee and labour relations, and professional development.
- Knowledge of and experience in applying all facets of human resource management principles, practices, and strategies. Knowledge and experience in the area of labour relations, negotiation and problem-solving strategies, and the ability to understand the culture of the workplace.
- Knowledge and experience in implementing human resources practices within a unionized work environment.
- Knowledge and understanding of job classification processes and plans.
- Knowledge of labour legislation and other applicable acts that affect human resource practices.
- Demonstrated ability to provide strong leadership in taking initiative.
- Effective interpersonal skills, with an emphasis on the ability to negotiate and resolve conflicts.
- Demonstrated ability to keep the organization's vision and guiding principles at the forefront of decision making and action.
- Demonstrated ability to set high standards for oneself and others and accept responsibility for all actions.
- Operate with integrity at all times.
- Demonstrated ability to manage changes in the work environment, structure, process requirements, or cultures.
- Team building skills; demonstrated skills and the ability to work in a collaborative, team setting.
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, co-workers, partners, employers, and students apprised of important developments.
- Supervisory skills in managing and evaluating people, handling problems, and resolving conflict.
- Strong presentation and written communication skills.
- Demonstrated effective organizational skills and experience in managing multiple projects.
- Demonstrated conceptual skills ability to solve problems, and analytical ability.
- Strong customer focus and ability to establish relationships built on trust, respect, and confidence.
- Ability to manage confidential and sensitive situations tactfully and professionally at all times.
- Demonstrated experience in working with people from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns.

#### EDUCATION & EXPERIENCE

- The minimum educational qualification for this position is a degree in Business or Commerce, major in Human Resource Management, and a Chartered Professionals in Human Resources (CPHR) designation.
- The minimum amount of practical, related experience required to perform the duties of this position is five years' experience in a similar Human Resource-related position.

## OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check that is satisfactory to Carlton Trail College

## REPORTING RELATIONSHIPS

Reports to: President and Chief Executive Officer

Supervises: Payroll Technician  
Casual Staff

Relates to: Board of Trustees  
Executive Team  
Leadership Team  
All in-scope and out-of-scope staff  
Regional College system  
Saskatchewan post-secondary education and training institutions  
Federal and Provincial Government departments and agencies  
Business, industry, and public