NOTE: This posting represents a five (5) year full-time contract appointment (renewable).

SCOPE
Reporting to the University Librarian, the incumbent is responsible for all human resources matters within the Libraries, in cooperation with the Department of Human Resources and the Office of the Provost. He/she ensures that the administrative requirements of the University Librarian’s office are met in a timely and professional manner. The incumbent assists the University Librarian on strategic issues and emerging problems.

PRIMARY RESPONSIBILITIES
- In collaboration with the Department of Human Resources and the Office of the Provost, oversee the human resources portfolio within the Libraries, ensure that all personnel processes are in accordance with collective agreements, individual contracts and university/library policies and procedures; management of personnel dossiers.
- Supervise, assign work and evaluate work performance for the Library Personnel Assistant. Coordinate the general organization of work by all staff in the Office of the University Librarian, as appropriate.
- Direct efforts to develop and maintain efficient library personnel workflow processes and information systems. Review, recommend and implement changes to ensure maximum efficiency. Actively develop a culture of collaboration, learning and continuous improvement.
- Assist the University Librarian on strategic issues and emerging problems that require high-level attention and follow-up action.
- Advise managers and employees regarding collective agreements, individual contracts and university policy. Seek interpretations as necessary.
- In collaboration with the Department of Human Resources and the Office of the Provost, guide position development for the Libraries; (i.e. create, re-evaluate, draft job descriptions, prepare requisitions for new positions, etc.)
- Manage and coordinate internal governance and administrative procedures and provide preparation and support for library committees including Library Administration Team (LAT), Library Management Team (LMT), all-librarians meetings and Senate Library Committee.
- As part of the LAT, participate in the process of establishing short and long term priorities for the Libraries. Identify, interpret and determine priorities.
- Review grievances, appeals and arbitration dossiers, in consultation with the Department of Human Resources, brief the University Librarian and respond on her behalf.
- Facilitate processes for labour relations on behalf of the University (i.e.: convene meetings, provide advisory support in collective bargaining).
- Manage projects: define scope, determine action plan and timeline; coordinate delivery and report on outcomes and issues.
- Advise, facilitate and oversee job searches in collaboration with the Department of Human Resources and the Office of the Provost in hiring for all Libraries positions.
REQUIREMENTS

- Bachelor’s degree with a specialization in Management, Human Resources, Industrial Relations, Organizational Development or another field pertinent to the primary responsibilities and four to seven years of relevant experience.
- Supervisory experience working in a unionized environment.
- Demonstrated leadership and managerial skills, with a commitment to University values and goals; ability to work as part of a team.
- Proven excellent communication skills with the ability to deal assertively but politely with employees.
- A high sense of discretion and judgment.
- Excellent analytical, critical thinking, and problem-solving skills, with adaptability to change.
- Ability to work under pressure, to meet deadlines, to prioritize and move between multiple tasks while maintaining a high level of accuracy and control.
- Strong client-service orientation.
- Very good spoken and written English (Level 5); good spoken and written French (Level 4) in order to express opinions in a sensitive manner and to formulate persuasive arguments, write and edit correspondence, provide and interpret detailed information, and deal with complex situations in both languages.
- Good knowledge (Intermediate Level) of Word, Excel and PowerPoint (to format correspondence, documents and reports, create complex spreadsheets, input and update information, and to create presentations).

Please send your curriculum vitae with a covering letter by April 28, 2015, to Josy Cirella, Employment Advisor, at the above address.

Salary

$81,389 - $94,436 per annum

Concordia University is committed to Employment Equity and encourages applications from women, aboriginal peoples, visible minorities, ethnic minorities, and persons with disabilities.