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HUMBER

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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Associate Director, HR Systems
Division/Department: HR Services
Reporting To: Director, HR Support Services
Salary: To be determined

Competition #: 2019-100
Status: Full-Time
Campus: North

POSITION SUMMARY:

The Associate Director will develop an HR Systems strategy and roadmap to support current and future business needs. The incumbent will prioritize and organize department and business projects as well as the following:

- Manage the integrity and stability of HR Systems applications, including data management, reporting, upgrades and enhancements
- Provide direction, guidance and training to the HR department and end users of HR applications
- Prioritize and budget work with HR technology vendors and stakeholders
- Provide production support, troubleshooting and resolution to HR systems issues
- Maintain awareness of HR data security and align with policies
- Partner with IT team to provide HRMS support for organizational projects
- Oversee audits of HRMS and all interfaces
- Act as a lead for future system implementation by supporting the team throughout designing, testing and documentation

QUALIFICATIONS:

The successful candidate will possess:

- A Bachelor's Degree in HR, Business Information Systems or Computer Science
- 10 years of progressive experience in HR Systems Management
- Experience supporting and maintaining HR Systems (Oracle HCM Cloud experience preferred)
- Experience with regular and major systems upgrades and implementation with multiple modules
- Strong project management and department management experience
- Excellent written and verbal communication
- Highly developed problem solving and resolution skills
- Experience leading a high quality service delivery and continuous improvement team
- Working knowledge of system quality assurance practices

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***We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: April 1, 2019

CLOSE DATE: April 19, 2019

All candidates are asked to submit a cover letter and resume to Leigh Robinson at Randstad Technologies at: leigh.robinson@randstad.ca