



Saskatoon Health Region

Job Opportunities

Competition # 20115584-0

**MANAGER
STAFF SCHEDULING
Avord Tower
Permanent Full-time**

THE POSITION

Reporting to the Director of Employee Relations, the Manager oversees the provision of staff scheduling services for facilities and programs within the Saskatoon Health Region. This position is responsible for developing policies and procedures, evaluating services, managing a budget and providing exceptional leadership to a diverse staff working in a high-volume, results oriented workplace.

THE PERSON

- Baccalaureate degree in Business, Health or related discipline. A combination of relevant education and experience will also be considered.
- Previous experience in scheduling, policy development and collective agreement administration.
- Ability to manage complex, multi-site operations.
- Demonstrated skills in change management.
- Demonstrated Project Management skills.
- Effective interpersonal, oral and written communication skills.
- Superior customer relations skills.
- Ability to coach and develop others.
- Demonstrated collaboration skills.
- Demonstrated skills in budget development and reconciliation.
- Demonstrated leadership skills.
- Demonstrated skills in utilizing Information Technology to support business processes.
- Good attendance required.

Patient, Resident, Client and Employee Safety is a critical aspect of quality healthcare. All staff are accountable for creating a culture of safety, working as a team, communicating effectively and responding to adverse events.

The Saskatoon Health Region is committed to providing mentorship for our employees; all new external hires will be offered peer mentorship to support their transition into this position.

If you possess the above qualifications, then we invite your candidacy. For detailed position-specific information, contact Mike Northcott (306) 655-7708.

Please visit www.saskatoonhealthregion.ca and click on Join Our Team and How to Apply to submit your application.

Please quote competition # 20115584-0

Saskatoon Health Region supports a shared commitment to a Representative Workforce that is respectful and inclusive of all staff and clients. Saskatoon Health Region believes that building diversity among our staff will increase our ability to meet the needs of our diverse client base.

A Criminal Record Check will be required prior to being offered a position with the Saskatoon Health Region.

Saskatoon Health Region thanks all applicants, but only those chosen for interviews will be contacted.