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## HUMAN RESOURCES

Champlain Regional College is seeking to hire a **Human Resources Deputy Director**, regular, full time position. Under the supervision of the Director of Human Resources, the incumbent will oversee the daily human resources management operations for the entire College. They will work closely with the HR leads in the administrative units across the three constituent colleges and support the delivery of all transactional HR functions, including compensation, benefits administration, employee onboarding, labour relations, classification and staffing, as well as occupational health, safety, and workplace well-being initiatives. This position is located at 1301, boul. Portland in Sherbrooke (Québec).

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## DESCRIPTION

As Human Resources Deputy Director, you will play a central role in developing processes that support healthy labour relations, as well as HR programs and management approaches tailored to the diverse needs of the constituent colleges. You will provide key leadership in optimizing human resources and payroll systems and tools to effectively support your team and the College's managers. You will also ensure the efficient operation of the department's day-to-day activities.

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## MAIN RESPONSIBILITIES

- Ensure compliance with the College's policies, programs, and procedures related to payroll, compensation, and employee benefits.
  - Advise and support senior management on matters related to the interpretation and application of policies, regulations, and collective agreement provisions, as well as on employee management and the implementation of the College's human resources programs.
  - Oversee and participate in the management of disability cases, CNESST claims, prevention mutual activities, and the Employee Assistance Program (EAP).
  - Contribute to initiatives related to occupational health, safety, and workplace well-being prevention.
  - Ensure the College's HR reporting obligations are met in accordance with collective agreements and governmental requirements.
  - Coordinate labour relations and human resources management activities within Administrative Services and provide support to constituent colleges, as required.
  - Ensure that the College's Human Resources Management System (HRMS) meets external compliance requirements and internal operational needs.
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## OTHER RESPONSIBILITIES

- Assist the Director of Human Resources on various matters.
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## REQUIRED QUALIFICATIONS AND COMPETENCIES

- Undergraduate degree in an appropriate field of specialization, particularly in human resources management or labor relations
  - At least 5 years of relevant experience, preferably in the public sector
  - Demonstrate excellent oral and written communication skills in both French and English (bilingual environment, as the primary language of teaching is English)
  - Demonstrate strong leadership and a strong ability to work in a team and mobilize personnel
  - Demonstrate a strong ability to deal with ambiguity
  - Proven interpersonal skills, empathy, openness, and a strong ability to understand human behavior
  - Strong ethical standards, integrity and rigor, and sound judgment
  - Strong organizational skills and the ability to effectively manage priorities
  - Membership of the *Ordre des conseillers en ressources humaines agréés* (CRHA) is an asset
  - Experience in managing autonomous business units is an asset
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## SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 7, the salary range is between 96 482\$ and 128 642\$.

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## HOW TO APPLY

Please submit your curriculum vitae and cover letter to: [selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

*N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain Regional College is an equal opportunity employer and invites candidates to identify themselves as members of a group covered by the Act respecting equal access to employment in public bodies.*

Champlain Regional College hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. We invite candidates to identify themselves as members of a group covered by the *Act Respecting Equal Access to Employment in Public Bodies*.

**START DATE:** As soon as possible  
**DATE OF POSTING:** June 1<sup>st</sup>, 2026  
**CLOSING DATE FOR APPLICATIONS:** June 15<sup>th</sup>, 2026