

Manager of Labour Relations

The Ontario Public School Boards' Association (OPSBA) is the lead bargaining agent for all English Public School Boards in Ontario and is responsible for bargaining with all school-based employee groups.

Reporting to the Director and Associate Director of Labour Relations, the Manager performs a key role in administration of labour relations and collective agreement compliance and must possess extensive experience in human resources/labour relations in a complex multi-union environment.

Responsibilities and Duties Include:

- Leadership at selected bargaining tables and support at other bargaining tables;
- Bargaining unit liaison;
- Contract maintenance and liaison with school board staff on labour relations and human resources matters and implementation of central collective agreements;
- Support the Associate Director of Labour Relations in conducting research for disputes, grievances, and arbitrations, discuss with unions and government where applicable;
- Assist the Associate Director of Labour Relations in preparation for bargaining;
- Assess and evaluate the impacts of bargained changes to compensation and benefits on school board operations;
- Lead or participate in committees arising from collective bargaining;
- Provide professional learning including leadership in the planning and preparation of the annual Labour Relations and Human Resources Symposium;
- Prepare Frequently Asked Question (FAQ) documents to assist school boards with implementation of collective agreements;
- Other duties as assigned.

Qualifications:

- A university degree with a focus on Labour Relations/Human Resources or specialized College Diploma in this field and relevant experience;
- Experience in collective bargaining, administration of collective agreements, grievance and arbitration processes, including a proven ability to understand and work with confidential materials;
- Strong project management and records management skills;

- Excellent communication skills (both written and oral), including extensive report-writing experience;
- Excellent interpersonal and team skills;
- Effective time management and organizational skills;
- Strong analytical/interpretative and problem-solving skills;
- Demonstrated initiative, flexibility and the ability to work independently;
- A sound knowledge of Ontario school boards and familiarity with relevant legislation.

OPSBA offers a competitive compensation package.

Please forward your resume and cover letter for this position in confidence to OPSBA's Executive Coordinator, Jane Hayes at: jhayes@opsba.org, no later than May 21, 2018.