



Ontario Catholic School Trustees' Association

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

To help accomplish this mission, the Association is seeking a

MANAGER OF LABOUR RELATIONS

Under the direction of the Director of Labour Relations, the Manager of Labour Relations will provide professional expertise, direction, and guidance to OCSTA and its respective committees.

The successful candidate must be committed to and respectful of the philosophy and traditions of Catholic education.

The applicant will:

- Assist in the management of the Labour Relations Department.
- Be a team builder, cognizant of the need to foster successful and positive human relationships, partnerships and community with all internal and external stakeholders.
- Provide leadership and advice in developing and implementing policy initiatives that protect and promote publicly funded Catholic Education.
- Participate and/or take a lead role in the central bargaining, the central grievance, the central arbitration and central committee representation processes pursuant to the School Board Collective Bargaining Act (SBCBA) and the central collective agreements.
- Proactively and positively respond to and resolve highly sensitive issues on behalf of OCSTA, using constructive conflict resolution skills.
- Have proven Human Resources experience in leading teams.
- Possess superior interpersonal skills, exhibiting confidentiality and diplomacy.
- Have proven expertise in working constructively with government officials and School Board representatives.
- Have experience working in Catholic Education and a thorough understanding of provincial labour issues in the education sector.

Qualifications and Experience:

- Post-secondary education in Human Resources, Industrial or Labour Relations, Law, or related field.
- CHRE, CHRL or other professional designation related to the position's responsibilities preferred.
- Have a minimum of 5 years of experience in an educational environment or closely related field; including proven experience in dealing constructively with a variety of employee and labour relations matters.
- Have experience as employer spokesperson/active participant in collective bargaining negotiations, grievance and arbitration administration, including a thorough understanding of the collective bargaining, grievance and arbitration processes in the education sector in Ontario.
- Have extensive working knowledge of relevant legislation including the Education Act and regulations, health and safety, employment standards and WSIB legislation, and their application in the workplace and in the education sector.
- Have previous experience collaborating with human resource professionals in the education sector or related sector.
- Have demonstrated problem-solving and conflict resolution skills with proven ability to build/maintain and strengthen positive and effective working relationships with internal and external stakeholders.
- Have excellent communication (both written and verbal), presentation and computer skills.

OCSTA provides a competitive salary, comprehensive benefits package, and enrolment in the OMERS pension plan.

The appointment will be effective on a mutually acceptable date.

Qualified applicants are requested to submit a complete résumé including three written references. Written authorization to contact references is to be included with the application in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Applications marked “Personal & Confidential” will be received until **Friday, January 24, 2025** by email at: aromano@ocsta.on.ca, or at the address below:

Angelo Romano, Director of Labour Relations
Ontario Catholic School Trustees' Association
1510 – 2 Sheppard Avenue East
Toronto ON M2N 5Y7
Tel: 416-932-9460 / E-mail: aromano@ocsta.on.ca