



Ontario Catholic School  
Trustees' Association

*Inspired by the Gospel, the mission of the Ontario Catholic School Trustees' Association is to provide leadership, service and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*

To help accomplish this mission, the Association is seeking a

## DIRECTOR *of* LABOUR RELATIONS

Reporting to the Executive Director, duties and responsibilities include but are not limited to the following:

- Responsible for exercising managerial responsibilities for OCSTA Labour Relations Department, including preparation and oversight of budget and deployment of staff
- At the direction of OCSTA Labour Relations Committee and Executive Director, responsible for coordinating provincial level bargaining pursuant to the *School Board's Collective Bargaining Act, 2014* for OCSTA's 29 English Catholic District School Boards
- Coordinates with OCSTA Labour Relations Committee, and in consultation with English Catholic District School Boards, development and implementation of bargaining strategy
- Responsible for providing proactive and strategic advice to OCSTA Labour Relations Committee on matters inclusive of bargaining strategy, grievance, arbitration/mediation and OLRB processes for central collective agreement terms and relevant legislative amendments
- Acts as staff lead to OCSTA's Labour Relations Committee and provides updates and information to the Labour Relations Committee and Board of Directors, as appropriate
- Provides advice to Labour Relations Committee and Executive Director on collective bargaining and labour relations matters which could affect the English Catholic school system
- Works to effect co-operative labour relations with OECTA and Education Worker Unions, Trustee Associations and Ministry of Education staff, both during collective bargaining and throughout the duration of central collective agreements, including proactive and early resolutions of issues as appropriate
- Establishes and staffs Committees that are set up following and flowing out of central collective agreement terms
- Through Labour Relations Committee and Executive Director, coordinates the flow of information related to labour matters between OCSTA and English Catholic District School Boards

- Monitors and analyses government policy related to collective bargaining and other matters related to labour relations and publicly funded Catholic education
- Responsible for directing external legal counsel, as required
- Staff lead in the coordination of annual Labour Relations Seminar
- Coordinates employer representation on grievance and arbitration cases related to the central terms of collective agreements
- Provides advice on the coordination of various labour advisory groups, as required to obtain input and provide strategic advice to the Labour Relations Committee and English Catholic District School Boards

### 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;
- 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.

OCSTA offers a competitive compensation package.

Qualified applicants are requested to submit a complete résumé including, a cover letter and three written references by email in confidence to:

Nick Milanetti, Executive Director  
 Ontario Catholic School Trustees' Association  
[nmilanetti@ocsta.on.ca](mailto:nmilanetti@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Applications will be received until **July 20, 2020**. The appointment will be effective September 1, 2020 or other mutually acceptable date.

*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.*