



Ontario Public School
Boards' Association

POSITION DESCRIPTION

Coordinator of Labour Relations

(Temporary Full-Time Assignment: Anticipated Term
July 1, 2024 to June 30, 2025)

Summary

OPSBA is the designated employer bargaining agent for all English Public School Boards in Ontario. The Coordinator of Labour Relations has a key role in the coordination of Labour Relations and collective bargaining activities and experience in human resources/Labour Relations in a complex multi-union environment is an asset in providing Labour Relations and human resources support to member boards.

Reporting Relationship

The Coordinator of Labour Relations will report to the Manager of Labour Relations, Associate Director of Labour Relations and Director of Labour Relations.

Responsibilities

- Support to all collective bargaining tables and the Principal/Vice-Principal Provincial discussion table
- Coordinating the logistics of collective bargaining
- Support to school boards in contract maintenance and implementation of central collective agreements
- Act as the initial contact for the Labour Relations team to provide support and respond to inquiries from school boards
- Coordinate grievance/arbitration processes including the maintenance of internal grievance records
- Maintain the OPSBA portal
- Support to the Labour Relations team in data management including data collection for bargaining
- Professional learning including leadership in the planning and preparation of the annual Labour Relations and Human Resources Symposium
- Develop surveys and databases; produce accurate and detailed confidential reports
- Support report preparation to Board of Directors and Executive Council, administrative function
- Support in the organization and content for Labour Relations Council and Senior Negotiators' meetings
- Management of the Labour Relations Calendar, scheduling and confirmation of appointments, meetings and arbitration hearings
- Prepare Frequently Asked Question (FAQ) documents to assist school boards with implementation of collective agreements



Qualifications, Skills, and Attributes

- A university degree or College diploma in a relevant field and progressively responsible administrative experience, or an equivalent combination of education and experience
- Experience in coordination of labour relations activities, including logistics is an asset
- Knowledge of collective bargaining and grievance/arbitration processes is an asset
- Excellent communication skills, both written and oral
- Proven ability to maintain and work with confidential and time-sensitive information
- Effective time management and organizational skills, with attention to detail
- Strong analytical/interpretative and problem-solving skills
- Demonstrated initiative, flexibility and the ability to work independently or within a team environment
- Proficient computer skills that include word processing, spreadsheets, databases, Microsoft Outlook, presentation packages, and records management applications
- Human Resources/Labour Relations experience within a School Board setting is an asset

Equity, Diversity and Inclusion

OPSBA is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of residents in the province of Ontario. We encourage submissions from candidates who represent the various dimensions of diversity.

Accommodation

We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

Please forward your application, which should include a resume and cover letter, for this position in confidence to Tiffany Maia at TMaia@opsba.org by 5:00 p.m. on May 9, 2024.

