



# POSITION DESCRIPTION

## Associate Director of Labour Relations

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### Summary

OPSBA is the designated Bargain Agent for all English Public School Boards in Ontario. The Associate Director of Labour Relations together with the Labour Relations team plays a critical role in achieving successfully negotiated collective agreements for teachers and education workers in the Province that positively influence the learning and working environment for all students and staff and create peace and stability. The Associate Director of Labour Relations also provides Labour Relations and Human Resources support to member boards.

### Reporting Relationship

The Associate Director of Labour Relations will report to Director of Labour Relations/Executive Director.

### Responsibilities

- Participation in meetings with key stakeholder groups Executive Council (Labour Relations Steering Committee), Board of Directors, Labour Relations Council, Technical Advisory Committee, Council of Trustee Associations, The Crown, and liaison with OPSBA staff Directors and legal counsel
- Leadership in collective bargaining
- Direction and leadership in bargaining preparation, including data collection and analysis, development of a bargaining mandate, positions and bargaining briefs
- Bargaining Unit Liaison and spokesperson with and support all other bargaining tables
- Leadership in the grievance/arbitration process and data management
- Professional Learning through the Labour Relations Symposium, Public Education Symposium, Senior Negotiators meetings
- Ongoing communication material for Executive Council, Board of Directors, member boards, Labour Relations Council, Senior Negotiators and the Technical Advisory Group
- Service and support to all OPSBA members boards in ongoing labour relations/collective bargaining
- Support at OPSBA Regional Council meetings as required
- Executive Staff membership

## **Qualifications, Skills, and Attributes**

- Master's Degree or Bachelor Degree and Supervisory Officer Qualifications or equivalent experience as an Executive Officer of Human Resources. CHRL qualifications (Certified Human Resources Leader) are an asset.
- Leadership experience in a school board, preferably in Labour Relations or Human Resources background. Experience as a senior school board official is an asset.
- Experience in leading contract negotiations and contract maintenance
- Excellent communication and problem-solving skills
- Ability to make decisions in fast paced environment
- Political Acumen

## **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 send your application for this position, including a cover letter and resume, to Lisa Reinhardt, Managing Director, Corporate Affairs at [lreinhardt@opsba.org](mailto:lreinhardt@opsba.org) no later than Wednesday, April 10, 2024 at 4 pm.