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Apply By: Tuesday, September 28, 2021 11:59 pm EDT



Print

Job Information

MANAGER, LABOUR RELATIONS OPERATIONS

Organization:

Ministry of Education

Division:

Labour Relations Operations Branch / Education Labour and Finance Division

City:

Toronto

Job Term:

1 Permanent

Job Code:

M1102A - Human Resources08

Salary:

\$90,348.00 - \$135,178.00 Per Year

Posting Status: (<https://www.gojobs.gov.on.ca/Pages/JobAdDefinitions.aspx>)

Open

Job ID:

168021



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[Language=English&JobID=168021](https://intra.Employees.careers.gov.on.ca/Apply.aspx?Language=English&JobID=168021))



View Job Description (<https://intra.Employees.careers.gov.on.ca/PDR.aspx?>

[Language=English&JobID=168021](https://intra.Employees.careers.gov.on.ca/PDR.aspx?Language=English&JobID=168021))

Great experiences start with the right people.

Effective labour relations is the backbone of our sector. Our work is complex, fast-paced and changes rapidly, but at the end of the day, the impact of your work makes it all worth it.

As the Manager, Labour Relations Operations you will manage the staff who coordinate the delivery of labour relations advice and expertise related to the Ontario education sector. If you are looking for an exciting, interesting challenge with an exceptional and high performing team, consider this opportunity as your next career move!

About us:

The Labour Relations Operations branch provides strategic direction for the development and implementation of provincial policy and legislation with respect to the negotiation of school board collective agreements, and a coordinated strategic approach to collective bargaining in the education sector.

The **Ontario Public Service (OPS) Leadership Behaviours** defines what it means to be a leader:

- We are **responsible** for being leaders that demonstrate authenticity, accountability and courage.
- We are **innovative** by embracing positive disruption, having a future mindset and by developing each other, every day.
- We are **collaborative** by leading with a common purpose, being inclusive and driving people centered outcomes.

What can I expect to do in this role?

You will:

- lead a group of labour relations professionals in the development and implementation of strategies for collective bargaining activities across the provincial education sector.
- provide comprehensive briefings and strategic updates to senior government officials, staff, team members, school boards and trustees.
- represent the ministry in matters relating to education sector labour relations.

How do I qualify?

Strategic Leadership Skills:

- You have leadership experience and the ability to inspire, engage, motivate, develop and mentor staff to deliver on results in a rapidly changing environment.
- You are a collaborative leader and have incorporated the principles of inclusion and diversity across all elements of your management style.
- You have had success in motivating and building relationships with a diverse team of highly professional, technical and administrative staff.
- You are an innovative leader who seeks opportunities to mentor and coach staff and improve programs and systems.
- You have experience with strategic planning and operational management, including financial planning, budgeting as well as managing workload and human resources.
- You actively acknowledge and challenge your own unconscious biases and consistently work to reduce them.
- You proactively engage and learn about systemic racism and institutional inequities, striving for a more equitable world.

Communication and Relationship Management Skills:

- You have demonstrated written communication skills to oversee issue notes, position papers, reports, proposals, submissions and draft legislation for consideration by senior management.
- You have strong communication and presentation skills to provide strategic advisory services to executive management, present policy proposals and recommendations and to provide committee input.
- You have interpersonal, consensus-building and stakeholder management skills to elicit support and promote stakeholder participation in the policy implementation process.

Technical Expertise:

- You have knowledge of labour relations practices, collective bargaining, and the current labour relations climate within the Ontario education sector, broader public sector and other jurisdictions.
- You have knowledge of the mandate and functioning of Ontario educational systems, social trends and issues, related policy directions, and government priorities to provide authoritative policy expertise to high profile projects.
- You have knowledge of program/policy analysis, development and implementation theories, principles and practices to provide specialized advisory services.
- You have demonstrated analytical and research skills to research, analyze, anticipate, and evaluate the impact of policy changes.

Diversity, Inclusion, Accessibility and Anti-Racism

The OPS is an innovative, responsive, and accountable public service that works hard to be diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable. Diversifying leadership teams is a top OPS priority with the goal to achieve parity with the Ontario labour force by 2025 for the most underrepresented groups (Indigenous, racialized and persons with disabilities) in leadership positions.

To advance this goal, the OPS is collecting socio-demographic information that will help to address potential barriers and achieve equity in hiring. You are requested to complete the voluntary survey and contribute to

building a more diverse, anti-racist, inclusive and accessible OPS.

The OPS invites all interested individuals to apply and encourages applications from Indigenous and racialized individuals, and persons with disabilities.

The OPS is an accessible employer and we offer accommodation in all aspects of employment, including the recruitment process. Visit the [OPS Anti-Racism Policy \(https://www.ontario.ca/page/ontario-public-service-anti-racism-policy\)](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) and the [OPS Diversity and Inclusion Blueprint \(https://www.ontario.ca/page/ops-inclusion-diversity-blueprint\)](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) to learn more about the OPS commitment to advancing racial equity, diversity and inclusion.

The OPS offers employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code \(http://www.ohrc.on.ca/en/ontario-human-rights-code\)](http://www.ohrc.on.ca/en/ontario-human-rights-code). Refer to the application instructions below if you require a disability-related accommodation.

Additional Information

Address:

- 1 Permanent, 315 Front St W, Toronto, Toronto Region

Compensation Group:

Management Compensation Plan

Schedule: (<https://www.gojobs.gov.on.ca/Pages/JobAdDefinitions.aspx>)

6

Category:

Human Resources

Posted on:

Tuesday, September 7, 2021

Note:

- N-EU-168021/21

How to apply:

1. You must [apply online \(https://intra.Employees.careers.gov.on.ca/Apply.aspx?Language=English&JobID=168021\)](https://intra.Employees.careers.gov.on.ca/Apply.aspx?Language=English&JobID=168021).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources \(https://intra.Employees.careers.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf\)](https://intra.Employees.careers.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description \(https://intra.Employees.careers.gov.on.ca/PDR.aspx?Language=English&JobID=168021\)](https://intra.Employees.careers.gov.on.ca/PDR.aspx?Language=English&JobID=168021) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us \(https://www.gojobs.gov.on.ca/ContactUs.aspx\)](https://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Tuesday, September 28, 2021 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code)
(<http://www.ohrc.on.ca/en/ontario-human-rights-code>).



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