

Labour Relations Lead (Manager)

1 – Permanent Position

People and Culture

Schedule II, Level 10

(Non-Union, 12 Month)

\$131,013 - \$157,199

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Senior Manager, Labour Relations, the Labour Relations Lead provides senior-level expertise and leadership in managing complex labour and employee relations matters across the TDSB. The Lead ensures consistent interpretation and application of collective agreements, employment legislation, and Board policies, and contributes to the Board's bargaining and labour relations strategy. As a subject matter expert, the Lead provides authoritative advice and guidance to senior leaders and staff, supports key organizational initiatives, and promotes compliant, equitable, and legally sound labour relations practices.

The Toronto District School Board is seeking a Labour Relations Lead to provide senior-level expertise and leadership in managing complex labour and employee relations matters.

As a subject matter expert, you will provide authoritative advice and guidance to senior leaders and staff, support key organizational initiatives, and promote compliant, equitable, and legally sound labour relations practices.

Key Responsibilities:

Labour Relations Leadership and System Support & Policy Interpretation

- Support the Senior Manager in overseeing Labour Relations operations, including workflow coordination, performance management, staff development.
- Serve as the institution's subject-matter expert on labour relations practices, collective agreement interpretation, and dispute resolution
- Provide strategic advice to principals, department heads, and managers on sensitive or complex labour relations and union related matters
- Oversee labour relations projects, policy reviews, process improvements, and strategies aligned with organizational priorities.
- Research and manage legal, legislative, operational requirements, best practices and client needs in order to provide appropriate and timely human resources related services to the system
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services
- Provide authoritative interpretation of collective agreements, employment legislation, and institutional policies
- Develop and deliver training, tools, guidelines, and communication materials to strengthen labour relations capacity and ensure consistent contract administration across schools and departments
- Monitor legislative and regulatory changes affecting the education sector and advise leadership on implications
- Support the Senior Manager in achievement of the Board's mandate for all contract negotiations

Union Relations

- Act as a liaison with union representatives, fostering constructive and collaborative relationships
- Lead or support grievance meetings, mediations, and arbitrations, ensuring thorough preparation and consistent institutional representation
- Participate in collective bargaining preparation, including research, costing, drafting proposals, and advising on negotiation strategy
- To build and maintain a professional and effective Labour/Management relationship through the regular contact with Union Leaders and Representatives and negotiating in house settlements to disputes

Training & Capacity Building

- Develop and deliver training on labour relations topics and collective agreement interpretation
- Mentor Advisors and other People and Culture staff, providing coaching and technical guidance
- Provide consultative services and support to line managers and other staff on a wide variety of human resources issues and processes while ensuring compliance of governing agency regulations, legislation, system and contractual obligations and expectations

Case Management & Documentation

- Lead complex grievance files
- Coordinate labour relations projects
- Monitor and analyze trends to identify risks, inform bargaining strategies, and recommend proactive solutions
- Coordinate and manage implementation of settlements and awards
- Prepare comprehensive reports, statistical analyses, and sector research .

Education, Experience and Qualifications:

- University degree in a related discipline (e.g., Labour Relations, Industrial Relations, Human Resources Management, Law) with 7 years of progressively responsible related experience working for a large, complex, and multi-unionized employer
- Professional designation in Human Resources (CHRM or CHRP) or certificate in Industrial Relations.
- Experience in collective bargaining, grievance and arbitration processes, and collective agreement interpretation, including serving as a lead negotiator
- Advanced knowledge of labour and employment legislation, relevant case law, and related regulations, including the Labour Relations Act, Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, etc
- Excellent oral and written communication skills, including preparing detailed reports, facilitating training sessions, engaging effectively with stakeholders and relationship building
- Proven ability to advise and guide management on complex and sensitive labour relations issues
- Strong analytical, problem-solving, and case management skills, with the ability to work effectively under pressure and meet tight deadlines
- Strong negotiation, mediation, and conflict-resolution skills
- Leadership skills, including the ability to guide, mentor and support staff on complex labour relations matters
- High level of discretion, sound judgment, professionalism, and objectivity in handling sensitive and confidential matters
- Ability to balance institutional needs with fairness, equity, and student-centered values
- Proficient computer skills, including Microsoft Office, HRIS, and case-management databases

Qualifications:

- University degree in a related discipline (e.g., Labour Relations, Industrial Relations, Human Resources Management, Law) with seven years of progressively responsible related experience in employee/labour relations working for a large, complex, and multi-unionized employer, or an equivalent combination of education and experience.
- Professional designation in Human Resources [e.g., Certified Human Resources Manager (CHRM), Certified Human Resources Professional (CHRP)] or certificate in Industrial Relations.
- Demonstrated experience in collective bargaining, grievance and arbitration processes, and collective agreement interpretation, including serving as a lead negotiator.
- Advanced knowledge of labour and employment legislation, relevant case law, and related regulations, including the Labour Relations Act, Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, etc.
- Excellent oral and written communication skills, including preparing detailed reports, facilitating training sessions, and engaging effectively with internal and external stakeholders.
- Proven ability to advise and guide management on complex and sensitive labour relations issues.
- Strong analytical, problem-solving, and case management skills, with the ability to work effectively under pressure and meet tight deadlines.
- Strong negotiation, mediation, and conflict-resolution skills.
- Demonstrated leadership skills, including the ability to guide, mentor and support staff on complex labour relations matters.
- Demonstrated discretion, sound judgment, and objectivity in handling sensitive and confidential matters.
- Proven ability in promoting equitable practices which value inclusiveness and diversity.
- Proficient computer skills, including Microsoft Office, HRIS, and case-management databases.

Special Requirements:

- Requires travel across TDSB sites and off-site locations;
- Provision of own vehicle for Board Business;
- Must be available to work evenings and weekends with minimal notice, including occasional extended periods of work.

Location: 5050 Yonge Street (Wheelchair Accessible)

Work Year: 12 Months (Hybrid Work Eligible)

Please note:

Applications **must** be submitted using the link below by **March 30, 2026**:

<https://www.tdsb.on.ca/jobpostings/details.html?nPostingId=1203&nPostingTargetId=1384&id=PLUFK026203F3VBQBQW6GQWWN&LG=EN&languageSelect=EN>

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.