



Manager, Employee/Labour Relations and Health, Safety, Wellness

The Durham Catholic District School Board is a publicly funded Catholic school board located in Durham Region, east of Toronto, Ontario. We are an inclusionary system with 38 elementary Schools 7 secondary schools and 4 Alternative and Continuing Education sites. We serve approximately 21,150 elementary and secondary students. Guided by the teachings of Jesus and committed to our organizational strategic plan's focus of Excellence, Equity and New Evangelization, we are engaged in a focused effort for student success and support ongoing professional development in the area of Inspiring Leadership.

The Director of Education is inviting applications from candidates interested in applying for the following position:

Manager, Employee/Labour Relations and Health, Safety, Wellness

Permanent, Full-time Position

Salary range: \$99,762 - \$115,486

For more information, please see the attached Job Description.

Interested candidates are invited to submit a cover letter and resume listing qualifications and experience to hr@dcdsb.ca on or before 4:00 p.m. on Friday, July 26, 2019. Please indicate "Manager, Employee/Labour Relations/HSW" in email subject line.

John Rinella
Chair of the Board

Anne O'Brien
Director of Education

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POSITION DESCRIPTION

Title	Manager, Employee/Labour Relations and Health, Safety, Wellness	
Location/Department	Human Resources and Administrative Services	
Reports to	Superintendent of Education, Human Resources and Administrative Services	
Affiliation	Middle Management	
Salary	M1	
Date	June 2019	Page 1 of 5

POSITION SUMMARY

Under the direction of the Superintendent of Human Resources/Administrative Services, the Manager, Employee/Labour Relations and Health/Safety/Wellness, strategically leads and manages the employee/labour relations and health, safety and wellness portfolios. By way of such responsibilities, the manager will coordinate an effective negotiations program with all bargaining units; as well as manage the day-to-day contract administration and grievance management of all collective agreements and terms/conditions of employment for non-union employee groups.

The Manager will work collaboratively with union and employee group representatives and managerial personnel to promote harmonious employee/labour relations with the Board and its' employees through openly and transparently negotiating, administering and interpreting the Board's collective agreements and working conditions agreements. This responsibility includes the need to conduct the appropriate research and data collection which support the timely address and/or redress of grievances and workplace disputes.

The manager is also responsible for conducting workplace investigations and addressing employee misconduct issues within the principles of progressive discipline, collective agreement obligations, and statutory requirements.

The incumbent is further responsible for managing, mentoring and guiding staff within the Employee/Labour Relations and the Health/Safety/Wellness portfolios.

The incumbent is also responsible to support the strategic planning process of the Human Resources Department and Board.

DUTIES AND RESPONSIBILITIES

Strategic Planning

- Recommends the development of and revisions to Board policies and administrative procedures.
- Supports the Superintendent of Human Resources in strategic planning activities including but not limited to development and implementation of board/departmental improvement activities, goals, objective and priorities.
- Attends and actively participates in the departmental management team meetings, including the development of agendas and professional development during Staff Meetings.

- Aligns budgetary resources to board and departmental priorities; and
- Provides input to the annual budgeting processes, both for the Board and department.

Collective Bargaining Negotiations:

Manages and Leads the co-ordination and administration of the Board's collective agreements in order to promote harmonious relations between the Board and its employees:

- Acts as Board's spokesperson in collective bargaining as may be assigned by the Superintendent.
- Develops the Board's negotiating positions with input from the Board of Trustees, senior staff, mid-management staff and legal counsel;
- Coordinates collective agreement negotiations by participating on the Board's table team, staying abreast of developments in provincial negotiations, and assisting with the development of proposals and counter proposals;
- Facilitates the development of negotiating strategies through the presentation of background research, and negotiation progress reports in collaboration with education partners and related boards;
- Acts as a primary contact for the Association/Union for any bargaining information requests;
- Benchmarks collective agreements to ensure consistency, provincially and locally;
- Provides training to effectively manage the Education Act, School Boards' Collective Bargaining Act, *Ontario Labour Relations Act*, *Employment Standards Act*, Ontario Human Rights Code (OHRC), Ontario College of Teacher's Act, and other applicable legislation that governs the human resources and labour relations within the school board sector;
- Participates in and/or conducts bargaining surveys on such programs as compensation, benefits, and labour relations;
- Assists in the costing of submissions from the Associations/Unions in collaboration with the Business Services Department;
- Assists the Superintendent of Human Resources in the preparation of summary reports of negotiated collective agreement amendments for Trustees, Senior Management; Mid-Management and Principals so as to facilitate their understanding of the negotiated amendments;
- Drafts, vets with the Superintendent, and posts on the Board's website, collective bargaining updates.
- Develops and Leads training in-services to Principals/Managers/Superintendents on the application of the collective agreements, legislation and other Board programs to ensure the correct application of the provisions.

Employee and Labour Relations:

Manages the administration of the Board's Collective Agreements, Working Conditions Agreements and Policies and Procedures to facilitate the resolution of workplace disputes, grievances, and other concerns in order to maintain positive working relations within the Board's Catholic Learning Community:

- Maintains open lines of communication with Union/Association officials identifying employee related problems at an early stage. Interacts with the Union Executives and National representatives on multiple issues;
- Identifies employee problems and resolving, conferring or referring to the appropriate official for resolution;
- Mediates and/or investigates workplace conduct and sexual harassment allegations extracting interests and needs of the participants while ensuring neutrality, confidentiality,

and development of options for settlement which are congruent with Board practice and protocol;

- Coordinates and manages the investigation of workplace misconduct issues and/or concerns and/or performance concerns as raised by Senior Staff, Principals, Managers or Union/Association Executives or employees;
- Prepares workplace investigation reports and recommends appropriate employee disciplinary action to the Superintendent of Human Resources and Administrative Services and prepares disciplinary letters within acceptable labour relations norms;
- Prepares confidential in-camera reports on employee/labour relations matters, including teacher terminations;
- Coordinates and participates in joint consultation meetings between the Board and its Unions/Associations and ensures that all areas of concern and conflict are identified and a process put in place to resolve the problems. Investigates matters discussed in an effort to resolve problems and avoid long-term difficulties or potential grievances;
- Provides collective agreement interpretation to Unions/Associations and Board staff;
- Recommends to the Superintendent of Human Resources and Administrative Services, resolutions in an attempt to resolve controversial employee relations matters;
- Participates in grievances at the first step of the grievance procedure and researches, analyzes and suggests recommendations in an attempt to resolve union and employee complaints;
- Prepares grievance research and reports for senior administration;
- Monitors the Board's collective agreement obligations and ensures that provisions are met within specified timelines including grievance monitoring and administration;
- Prepares and maintains the Grievance Tracking Report;
- Develops and maintains an electronic log/spreadsheet of progressive discipline cases for all employee groups;
- Works in conjunction with the Superintendent of Human Resources/Administrative Services, Senior management and legal counsel in the preparation of grievance Arbitration.
- Along with the Superintendent of Human Resources and Administrative Services and legal counsel, prepares for and participates in meetings with representatives from the Ontario Human Rights Commission, Ministry of Labour and other related Ontario regulatory bodies regarding outstanding employee complaints to resolve these matters.

Employee Relations Programs/Policy and Procedure Development:

Manages the development and monitoring of employee relations policies and procedures to address collective agreement obligations or management rights:

- Researches new and revised employee relations policies and procedures and recommends changes to the Superintendent of Human Resources/Administrative Services.;
- Drafts new or revised policies and procedures for consideration.;
- Chairs labour-management committees dealing with matters arising out of negotiations and joint consultation and conducting the necessary preparation and follow-up. This includes the preparation and dissemination of agendas and the required preparatory research/work required to be conducted in advance of the meeting;
- Prepares in-services for Superintendents, Managers and Staff to communicate new or revised policies, procedures and programs as required;
- Identifies changes in legislation affecting employee relations and recommending changes to Board procedures where applicable; and
- Other duties as assigned by the Superintendent of Human Resources and Administrative Services.

Occupational Health/Safety/Wellness

- Manages all aspects of the Occupational health, safety and wellness portfolio;
- Supervises the Occupational Health, Safety & Wellness Officer;
- Resources The Joint Health & Safety Committee;
- Resources The Employee Wellness Committee;
- Recommends revisions to current health and safety related Board policy and Administrative Procedures. Also recommends and leads the development of New Board Policy and Administrative Procedures for health and safety issues.

QUALIFICATIONS

Education

- A university undergraduate and/or graduate degree specializing in Industrial Relations, Labour Relations or Human Resources Management;
- CHRP/CHRL designation OR equivalent combination of education and experience.

Experience

- Five to Seven years' progressive experience in Employee Labour Relations, preferably with large multi-union employers in the school board or broader public sectors;
- Significant experience in collective bargaining, contract administration, employee discipline, employment, human rights, and labour legislation, labour relations research,
- Training in and experience conducting workplace investigations; and
- Similar experience is required by way of leading and managing an occupational health, safety and wellness portfolio within a highly unionized workplace, including resourcing a multi-site employer Joint Health and Safety Committee.

Professional Knowledge and Skills:

- Highly developed negotiations, mediation and dispute resolution skills.
- Strong working knowledge of the principles, philosophy and application of relevant legislation including labour, employment and education.
- Knowledgeable of current labour relations trends within Ontario and the education/public sectors.
- Developed research and report writing skills are required to meet operational requirements.
- Ability and skill to independently apply highly specialized and technical knowledge and approaches of the Durham Catholic District School Board to complete assigned tasks and projects within established timelines.
- Strong information technology skills required.
- Ability to foster and promote best practices and transparency in managing the employee/labour relations and health/safety/wellness portfolios.
- Strong and practical knowledge of the Occupational Health & Safety Act and related legislation governing Safe Schools Act and workplace violence.
- Excellent organizational, interpersonal, written/oral communication and time management skills.

- Exercise independent judgment, tact, political acumen, and sensitivity in dealing with confidential matters/issues.
- Ability to work effectively and efficiently in a stressful situation.

Other Qualifications:

- May be required to work varied hours beyond normal business hours in order to respond to emerging demands.
- Critical thinking, problem solving and analytical skills.
- Superb relationship builder, who develops lasting positive and value-added relationships with all who interact with Human Resources.
- A consummate team-player who is comfortable and effective in an environment where there are varied clients asking for assistance.
- Sound knowledge of computer applications and software including but not limited to Word, Excel, PowerPoint, HRIS systems and databases.
- Solid understanding of human resources best practices and how to align with Board direction and fiscal responsibility.
- Ability to foster an environment of positive employee and labour relations.
- Demonstrated commitment and proven open and transparent track record in customer service excellence and setting up channels for continuous feedback.
- Clean drivers abstract; driver's license and access to a vehicle.
- Ability to write reports and present information effectively.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work independently with minimum supervision.
- Ability to multi-task and manage multiple work priorities.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and ability to function as part of a team.
- Ability to maintain and project a professional image at all times.
- Ability to maintain confidentiality in all aspects of the work.
- Punctuality and regular attendance are essential due to the nature of the position.
- Criminal Background Check with Vulnerable Sector, suitable to the Board, is a condition of employment.