

APPLICATIONS ARE INVITED FOR THE POSITION OF

Employee Relations Manager, Human Resources

Non-Union Level 8: \$ 71,784 – \$86,140

Reporting to the Senior Coordinator Employee Relations, Human Resources; this position will provide labour relations managerial support in the areas of collective agreement administration, negotiations and the facilitation of solutions to a wide range of labour relations and human resources issues arising in a multiple union and collective agreement environment.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- A relevant degree from a recognized university in Industrial Relations, Human Resources Management/related field or equivalent proven experience
- Minimum of 4 years labour relations or related experience with increased responsibility in the interpretation and administration of collective agreements including the handling of grievances in a diverse and unionized workforce
- Proven negotiation and collective bargaining experience
- Excellent interpersonal skills, along with effective written and verbal communication skills
- Excellent problem-solving, analytical, organizational and time management skills required
- Ability to prioritize varying workloads while working to meet deadlines with a proactive service orientation
- Extensive experience with research and survey methodology and concepts
- Effective communication through report writing and by way of group presentations
- Demonstrated ability to succeed in a team environment
- Advanced computer skills in MS Office products

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction of the Sr. Coordinator of Employee Relations, this position will provide management support where duties and responsibilities include, but are not limited to the following:

- Advice and counsel to front-line management by providing interpretation of collective agreements and applicable legislations
- Preparation and presentation of employer's position at preliminary stages of grievance procedures
- In-servicing and coaching of management personnel with labour relations matters
- Participation and support in the development of negotiation strategies and bargaining activities
- Maintenance of up-to-date labour statistics and data reflecting community trends, settlements, arbitration decisions and in particular developments within school board settings on a local and provincial basis

Interested applicants are asked to submit a complete résumé and related educational documents and reference letters referring to **Posting: Employee Relations Manager, Human Resources** are to be received from interested candidates **by no later than February 24, 2010**, and should be submitted by email to:

**Gary Poole, Superintendent of Education
Human Resources
80 Sheppard Avenue East, Toronto, Ontario M2N 6E8
E-mail: gary.poole@tcdsb.org**